Project REACH
GA Responsibilities

The Graduate Assistant (GA) is responsible for providing logistical assistance and support for the ADs and Project Assistant during the project's development and implementation. More specifically, the GA will:

Planning Phase

1. Coordinate and communicate with appropriate academic and student units about venues for conducting informational sessions.
2. Conduct informational sessions with the larger campus community (particularly lower division students) about the upcoming program.
3. Develop program flyers and interest surveys for information, recruitment, and participant profile development.
4. Prior to program implementation, follow up with program participants to determine continuing interest in the program.
5. Participate in planning meetings with the activity directors, project coordinator, and/or project faculty.
6. Assist with logistics related to program planning, including background research, report development, participant communication.
7. Assist in identifying and implementing solutions to identified problems during the implementation phase.
8. Provide updates to activity directors regarding assigned tasks.

Implementation Phase

1. Assist with logistics related to program implementation including but not limited to finalization of schedule, securing of location, organization of program materials, and pre- and post-survey administration.
2. Communicate with activity directors, project coordinator, program participants, and program faculty on ongoing or emergent issues during program implementation.
3. Help with purchase and distribution of necessary supplies to program participants during program implementation.
4. Participate in implementation meetings with the activity directors, project coordinator, and/or project faculty.
5. Assist in identifying and implementing solutions to identified problems during the implementation phase.
6. Provide updates to activity directors regarding assigned tasks.

Post-Implementation Phase

1. After program implementation, follow up with program participants to determine impact and outcome measures.

2. Communicate with activity directors, project coordinator, program participants, and program faculty on ongoing or emergent issues during the post-implementation phase.
3. Assist in compiling data and developing final report.
4. Participate in post-implementation meetings with the activity directors, project coordinator, and/or project faculty.
5. Assist in identifying and implementing solutions to identified problems during the post-implementation phase.
6. Provide updates to activity directors regarding assigned tasks.