



HOBART AND WILLIAM SMITH  
COLLEGES

## POSITION DESCRIPTION

**POSITION TITLE:** Graduate Assistant: HEOP (2025-2026)  
**LOCATION:** Geneva, NY

### POSITION SUMMARY

Hobart and William Smith Colleges is accepting applications for admission into the [Master of Arts, Higher Educational Leadership program](#). Our two-year Master's in Higher Education Leadership (MHEL) program will prepare you to challenge the current state of higher education and lead the change needed to support the next generation of college students. Courses encourage you to analyze and critique the history and policy of higher education, identify ways to move the needle on belonging, diversity and equity initiatives and investigate leadership and innovation techniques. Admission is on a rolling basis for the 2025-2026 academic year for both Graduate Assistantships and admission. The program boasts a wide array of Graduate Assistantships which include tuition remission in the HWS MHEL program and a \$20,000 stipend.

The Graduate Assistant assists the Opportunity Programs in providing academic support services to students, specifically those on academic probation within the HEOP student population. In addition, they will assist in the oversight and guidance of the HEOP Ambassador Program which assists in recruitment and admissions efforts, as well as develops and implements programming for the Opportunity Programs student population.

### Essential Responsibilities:

- Develop and deliver a series of workshops that address the skills needed to be academically successful.
- Meet individually with students on Academic Probation to discuss ways to enhance academic success.
- Communicate with the HEOP staff related to what tools need to be provided to support the success of the students on Academic Probation.
- Plan and carry out activities that will engage students in their academic success goals.
- Provide oversight and guidance to the HEOP Ambassador Program to develop and carry out recruitment and admissions activities, and to coordinate activities to engage OP students with one another.



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### Other Information:

This is a part-time, temporary, non-benefits eligible position. This position description is not all-inclusive as other tasks or responsibilities may be assigned.

### Qualifications:

- Bachelor's degree is required and a minimum of one year of leadership experience, preferably experience related to the area.
- Demonstrates an ability to work with a diverse group of people and enjoys spending a significant amount of time with people.
- Student centered and with a team approach to success.
- Should be detail oriented and organized.
- Must bring positive energy and a sense of humor to the work.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

### Terms of Employment:

- Must maintain a cumulative GPA of a 2.75.
- Employment begins August 1, 2025, and ends May 31, 2026

All Graduate Assistantships must be accepted into the Master of Arts in Higher Education Leadership at Hobart and William Smith Colleges as full-time students, as Graduate Assistantships have a maximum term of two consecutive years. Maintaining good academic standing, contributing in the classroom setting, managing their time effectively and balancing their schoolwork along with their GA duties is a priority for all parties.

[Click here to apply for position](#)