

Graduate Assistant – Recruitment and Outreach Coordinator*Student Assistant VI-Job Code 4106***College of Education:****Division of Academic Support and Student Success****Nature of Work**

The College of Education takes great pride in preparing teachers, leaders, and counselors who embrace equity, inquiry, and innovation. The College of Education's Division of Academic Support and Student Success works to enhance the educational experience of all students by facilitating personal growth, leadership, and career-related opportunities for all College of Education students. The division's five focus areas outlined in its strategic plan are as followed: *Engagement and Belonging; Learning and Academic Collaboration; Diversity and Global Consciousness; Branding and Marketing; and Financial Stewardship and Organizational Resiliency.*

The Graduate Assistant for Recruitment and Community Outreach within the College of Education will serve as a para-profession for the Division of Academic Support and Student Success. This position will require 25 hours of work per week. At least three fourths of the hours must be completed during business days/hours (M-F: 8:00am-5:00pm) and will vary based on events and programs held each week. The Graduate Assistant will report directly to the Assistant Dean and work collaboratively to establish priorities and develop processes to achieve established goals in line with the College of Education's strategic plan for student success. He/She/Ze is responsible for assisting in the development, implementation, administration, and evaluation of a coordinated and comprehensive plan for student recruitment. Primary emphasis of responsibilities will be centered on researching, planning, and executing student activates and events. This person must have the ability to work independently during variable work hours and occasionally after work hours and on the weekend.

Learning Outcomes

This position will directly allow the student to gain experience in the following Council for the Advancement of Standards in Higher Education (CAS):

- Intellectual Growth
- Effective Communication
- Career Choices
- Leadership Development
- Meaningful Interpersonal Relationships
- Independence
- Collaboration
- Appreciating Diversity
- Personal and Educational Goals

Supervision Received

This position reports to the Assistant Dean. Additionally, this position will be evaluated bi-annually, typically at the conclusion of each semester, to determine the quality and effectiveness of the work accomplished. This position collaborates regularly with the Student Affairs Manager and other staff in the College of Education.

College of Education | Division of Academic Support and Student Success

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Position Responsibilities

Organization of Recruitment and Marketing Materials (10% of position)

- Maintain an inventory of recruitment materials and develop a system for check-out and replenishment
- Support with program flyers updates/changes
- Prepare and organize recruitment materials so they are readily available for faculty members and events
- Work with the Assistant Dean to ensure that all recruitment materials have been through the appropriate approval protocol
- Maintain a running list of all recruitment events
- Prepare PowerPoint presentations for various recruitment events

Visibility Recruitment (40% of position):

- Coordinate with the Assistant Dean and other College of Education personnel to showcase programs and offerings within the College
- Staff tables at on and off campus college fairs, career day events, UCCS major and minor fair, Graduate School events, etc.
- Research and present options for additional recruitment opportunities for the college
- Make suggestions and recommendations for college swag and marketing materials based on interactions with other institutions of higher education

Strategic Recruitment/Outreach (40% of position)

- Assist with the planning and development of on-campus activities for students interested in careers in education
- Research and update the College of Education Recruitment Plan in collaboration with supervisor, department chairs, program coordinators, and other college leaders.
- Proactively coordinate collaborative recruitment efforts with offices on campus (e.g. Orientation, Pre-Collegiate, Transfer, Admissions, Career Center, etc.)
- Assist with and develop K12 outreach activities (e.g. Southern Colorado Art Showcase, Literacy Event, etc.)
- Coordinate logistics for all strategic recruitment/outreach information sessions and recruitment events including but not limited to scheduling and sending meeting reminders, tracking RSVPs, developing and printing meeting agendas and materials, confirming catering and meeting spaces and following up on after meeting action items.
- Manage the registration process for all prospective students attending various on-campus activities
- Plan annual College of Education Open House or other large scale recruitment event

Miscellaneous duties (10% of the position)

- Support the admissions process by providing excellent customer service to prospective students during peak times
- Submit event proposals and schedule planning meetings for every responsible event at least 1.5 months prior to your event date. This allows for appropriate planning and marketing.

- Work with the Assistant Dean and Marketing Team to develop, design, and provide promotional materials for events.
- Compile all event-related documents to keep an accurate and up to date event folder for your events and prepare a written evaluation to be submitted with your event folder within 10 days of each event.
- Update continuity manuals and procedural documentation regularly.
- Do not exceed expenditure limits for events unless permission is obtained from the Assistant Dean.
- Contribute, attend, and actively participate in meetings, trainings, retreats and other related functions. In the event of an absence, a minimum of 24 hours' notice must be given.
- Set and maintain office/functional hours as agreed upon
- Return inquiries and/or requests via phone, email, or fax within 24 hours.
- Other College of Education support duties as assigned

Minimum Qualifications

- Enrolled in the Student Affairs in Higher Education (SAHE) Master's program. Active enrollment in other UCCS Master's programs will be considered.
- Have a valid driver's license or be able to travel to outreach opportunities across the state but most focused on the El Paso County region.
- Leadership experience in clubs, school organization, or previous UCCS student employee experience
- Event planning, coordination, and oversight experience in small- and large-scale events
- Excellent written and verbal communication skills
- Excellent interpersonal skills

Preferred Knowledge, Skills and Abilities

- Must be solution focused, uphold a positive standard, and bring energy, creativity, organizational skills, and a willingness to be a part of a team
- Ability to work irregular hours, including weekends, and serve as a member of the College of Education's Programming team (Community Crew)
- Ability to network, communicate and partner effectively with other offices and departments
- Available for summer work including but not limited to: Summer retreat, office hours and special projects
- Ability to work effectively with ambiguity and in a high energy, fast-paced environment
- Must maintain critical thinking skills linked with a solution-focused attitude, ability to work irregular hours and serve as a member of a team
- Demonstrated experience working K-12 students
- Demonstrated experience supporting low-income and/or first-generation students
- Data collection, evaluation, and assessment experience
- Competent with Microsoft Office products (Word, Outlook, Excel, PowerPoint, Publisher, etc.)
- Strong verbal, written, and interpersonal skills
- Ability to navigate virtual, collaborative environments (WebEx, Teams, Zoom) and assist with A/V set-up and troubleshooting

Compensation

Compensation for this position is comprised of the following:

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- This position will be classified as a Student Assistant VI Job Code 4106
- Position will begin on or after June 1, 2022
- This position starts at a wage of \$17.00/hour
- This position also receives \$8000 in tuition assistance (\$4000/semester) as funds are available
- Compensation for this position does not include benefits, and the student selected for this position works on average 20-25 hours a week. This position may not hold any other paid employment on any University of Colorado campus, including UCCS. Additional off-campus employment must receive prior approval.
- This position requires, at minimum, a year-long commitment.

Background Check

Successful candidate must pass a background check to include license and educational verification, prior employment verification, sex-offender registry check, criminal and driving history.

Academics

Academic success is extremely important to the department. All students working for the College of Education must maintain a minimum of a 3.0 cumulative grade point average, as per UCCS Graduate School Policy. Probationary periods may be implemented if grade point averages fall below a 3.0. The college has full description to evaluate your academic success based on college standards. All employees will be required to submit your grades to the Assistant Dean at the end of each semester.

How to Apply

Please submit a cover letter explaining your interest in the position, a detailed resume listing your experiences, and three references to Dr. Sandy Ho (sho@uccs.edu), Assistant Dean of the College of Education.

- *This position is eligible for sick leave under the Colorado Healthy Families & Workplaces Act*
- *The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.*
- *UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs.*