



## **Graduate Assistant for Student Engagement: Commuter Experience and Activities**

Department of Student Life

### **Nature of Work**

The Department of Student Life works to enhance the educational experience of all students by facilitating personal growth and leadership opportunities outside of the classroom. The department's five focus areas outlined in its strategic plan are as follows: *Student Growth and Development, Diversity and Inclusiveness, Assessment, Branding and Marketing, and Resources*. As part of the Student Success Division, the department houses the following areas of student life: Clubs and Organizations, Leadership programs, Student Government Association, Student Media, Student Activities, Community Service, UCCSlead/Chancellor's Leadership Class, and Fraternity and Sorority Life.

### **Description**

The Graduate Assistant for Student Engagement: Commuter Experience and Activities works within the Department of Student Life and reports to the Coordinator for Student Clubs, Organizations, and Programming and the Coordinator of Student Activities. This position is required to work up to 25 hrs. per week. They will be responsible for coordinating programming geared toward commuter students, both on and off campus, programming geared toward students considered "post-traditional," (defined by UCCS as 25 years or older, returning to school after an extended period, already has a full-time job, may or may not have dependents); as well as traditional and single day programming occurring in the University Center.

This position will work closely with various offices (ex: Career Center, Dean of Students, Academic Advising, etc.) and campus partners (Office of Military and Veteran Affairs, First Year Experience, Family Development Center, West Edge/Lookout, etc.) in providing opportunities and services to commuter and non-traditional students. This position will also occasionally work Student Life front desk shifts, assisting those who come into the Student Life Lounge, advising clubs and organizations, and conducting club and organization outreach.

### **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

#### **Student Life**



- Collaboration
- Appreciating Diversity
- Personal and Educational Goals

### **Supervision Received**

This position reports to the Coordinator of Student Activities, with additional guidance and supervision from the Coordinator of Student Clubs, Organizations, and Programming. Additionally, this position will be evaluated bi-annually, typically at the conclusion of each semester, in order to determine the quality and effectiveness of the work accomplished.

### **Student Life Expectations:**

All employees are expected to and required to serve as a fully trained, well-rounded member of the Student Life Team. Meaning, all employees are expected to be willing and able to work at any Student Life event regardless of the event's theme, target audience, time, etc. While Graduate Assistants have specializations, it is expected that they serve as a member of the larger team and are well versed in every area of Student Life. Additionally, Graduate Assistants will be expected to work during spring, winter, and summer break and must be available to work winter and summer New Student Orientation sessions. Time off requests must be approved by your supervisor and may not fall on major programmatic weeks (I.e. Clyde's Kickoff Week, DisOrientation Week, Homecoming, etc.). Students who choose to pursue a graduate assistant position during their enrollment at UCCS are expected to prioritize the position as part of the programmatic learning experience. Graduate assistants must discuss and obtain approval from their position supervisor prior to making time-intensive commitments outside of academics and the graduate assistant position (including the practicum). Finally, it is expected that graduate assistants follow attire guidelines to include but not limited to polos, nametags, etc. Failure to comply with the aforementioned conditions may result in reassessment of your graduate assistant role.

### **Position Responsibilities**

***Commuter Event Planning:*** *The Graduate Assistant for Student Engagement: Commuter Experience and Activities will facilitate the commuter student experience through a variety of community operations including, but not limited to:*

- Plan and coordinate a weekly commuter meal.
- Responsible for planning, expanding, and developing Commuter Appreciation Week, usually in November and Commuter Appreciation Day, held in the spring semester. This entails incorporating new ideas, strengthening traditional events, collaborating with other departments and offices.
- Develop and implement active commuter programming initiatives that provide direct contact and interaction with commuter and non-traditional students. Events include Cash Cab, Commuter Pit Stops, and others.
- Identify, coordinate, and execute opportunities to engage the post-traditional student population, hosting 3-4 events per semester.

#### **Student Life**



- Establish relationships with satellite student housing such as “The Lodges, The Lookout, West Edge, 11 West” and develop programs at least once per month in those spaces.
- Survey various commuter and non-traditional students to determine what kinds of opportunities or programs they’d like to see.
- Host semesterly open houses to allow commuter and non-traditional students a chance to voice their concerns, provide feedback, or give event ideas.
- Create and maintain partnerships with departments and resources across campus to provide collaborative programming and resources to commuter students.
- Conduct regular tabling efforts to reach commuter students for feedback and marketing resources.
- Create and maintain a Commuter Advisory Board in which commuter students can participate and provide insight as to their wants and needs for commuter student programming.
- Research community events and provide marketing for those events to UCCS students.

***Academic and Cultural/Diversity Programming:*** *The Graduate Assistant for Student Engagement: Commuter Experience and Activities will design and plan Academic and DEI programming and activities in alignment with the Student Life Department and UCCS Mission, Vision, and Values of creating an inclusive student experience. Aspects of this will include:*

- Sponsoring/co-sponsoring cultural/diversity programs with other departments that include, but is not limited to, Black History Month, LGBT programming, disabilities awareness, etc.
- Responsible for creation, partnership, and distribution of the Platinum Series event calendar.
- In collaboration with the Director of Student Engagement, serve on committees and outline logistics related to the annual Significant Speaker Event.
- Identify different speakers, performers, and/or events the Student Life Office can sponsor featuring themes surrounding disability awareness, hot topics in today’s political climate, diversity and inclusiveness
- Conducts regular outreach to other departments and research programs Student Life can partner with that have an academic and/or cultural connection. This includes the Career center in their career fairs and programs.

***Miscellaneous Duties:***

- Submit event proposals and schedule BOUNCE meetings for every associated event.
- Work with the Marketing and Public Relations Student Life Events Assistant to develop, design and provide promotional materials for events.
- Provide staffing and a positive personality at all tabling functions of Student Life.
- Provide staffing at summer orientation events.
- Staff the Student Life Front Desk for up to 6 hours per week.

**Student Life**



- Compile all event-related documents to keep an accurate and up-to-date event folder for all events and prepare a written evaluation to be submitted with your event folder within 10 days of each event.
- Assist all other event coordinators with events when applicable.
- Do not exceed expenditure limits for events, unless permission is obtained.
- Contribute, attend, and actively participate in meetings, training, 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 by both supervisors.
- Return inquiries and/or requests via phone, email or fax within 24 hours.

### **Qualifications:**

- Bachelor's degree from an accredited college or university
- Maintain full-time enrollment in graduate program at UCCS
- Maintain a 3.0 or higher GPA, cumulative and semester
- Demonstrated experience in event planning, coordination, and oversight of both large and small-scale events
- Energy, creativity, individual focus, leadership/team development

### **Preferred Knowledge, Skills, and Abilities**

- Enrolled in the Student Affairs and Higher Education (SAHE) Master's Program
- Familiar with needs, wants, and challenges of both the commuter student population and non-traditional student population
- Knowledge and passion towards diversity, equity and inclusive programming
- Must be solution focused, uphold a positive standard, and bring energy, creativity, organizational skills and a willingness to be a part of a team
- Actively seek new and innovative programs to host at UCCS.
- Critical thinking, evaluation, and analysis skills
- Experience working with college students, alumni/ae, club advisors, university administrators, etc.
- Data collection, evaluation, and assessment experience
- Competent with Microsoft Office products (Word, Outlook, Excel, PowerPoint, Publisher, etc.)
- Familiarity with Adobe products (Photoshop, InDesign, etc.)
- Ability to network, communicate, and partner effectively with other offices and departments.

### **Compensation:**

- Position will begin July 1, 2022 (Start date is negotiable to earlier or later)
- This position receives \$17.00 an hour and will be paid on a bi-weekly basis
- Position may receive funding for local/regional/national conference registration fees to support professional development, based on yearly budget projections

#### **Student Life**



University of Colorado  
Colorado Springs

- Compensation for this position does not include benefits, and the GA may not work, on average, more than 25 hours a week. The GA may not hold any other paid employment on any University of Colorado campus, including UCCS. Special permission must be obtained for non-UCCS employment and is not guaranteed.

### **Background Check**

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

### **How to Apply**

Please submit a cover letter explaining your interest in the position, a detailed resume listing your experiences, and two references to Haley Russ ([hruss@uccs.edu](mailto:hruss@uccs.edu)), Coordinator of Student Activities.

#### **Student Life**

University Center Room 102D • 1420 Austin Bluffs Pkwy • Colorado Springs, CO 80918  
t 719-255-3540 • f 719-255-3230 • [scucchia@uccs.edu](mailto:scucchia@uccs.edu)