Graduate Assistant for UCCS*lead* Program

Nature of Work

UCCS*lead* is a leadership certificate program open to all undergraduate and graduate students at University of Colorado Colorado Springs (UCCS). Individually and in collaboration with its campus partners, UCCS*lead* hosts highly interactive and inspiring leadership experiences that provide students an opportunity to discover who they are as leaders. The goal of UCCS*lead* is to promote pathways to other engagement and leadership opportunities at UCCS. The program also organizes and supports campus-wide student service projects throughout each academic year, as well as an annual student leadership conference each fall.

Under the supervision of the program coordinator, the Graduate Assistant for UCCS*lead* serves as a paraprofessional staff member for the program and is required to work up to 25 hours per week. This position will support the development of student leaders through their participation in the UCCS*lead* certificate program and their involvement in student leadership experiences on campus.

Position Responsibilities

- Assist the program coordinator with developing, designing, and distributing strategic marketing materials (print and digital) for UCCS*lead* programming.
- Collaborate with various offices (e.g., Student Life, Event Services) to advertise UCCS*lead* events.
- Collaborate with campus partners (e.g., MOSAIC & LGBTQ+ Resource Center, Office of Veteran & Military Affairs, College of Education) to design pathway ads featured in all UCCS*lead* booklets.
- Assist the program coordinator with social media promotion of the UCCS*lead* program.
- Perform outreach for UCCS*lead* at tabling, Orientation, and other promotional activities on campus.
- Purchase program and marketing materials using a purchasing card.
- Maintain organization of all UCCS*lead* supplies
- Correspond via email and telephone with campus partners and participants of the UCCS*lead* certificate program.
- Assist the program director and coordinator in planning, coordinating, and facilitating UCCS*lead* Game Changer and themed events, which are offered multiple times throughout the academic year.
- Assist with developing the UCCS*lead* curriculum and aligning the learning and program outcomes to key CAS standards, student development principles, and components of the Social Change Model of leadership development.
- Draft and mail leadership certificates to students who have completed the UCCS*lead* certificate program.
- Assist the program director and coordinator in planning, coordinating, and overseeing campus-wide Day of Service events.
- Assist the program coordinator and student planning committee in planning, coordinating, and overseeing the annual UCCS*lead* student leadership conference.
- Assist the program director and coordinator with implementing assessment measures to gauge student learning and program efficacy.
- Collaborate with the program coordinator with assessing and synthesizing post-event survey data and composing reports summarizing the results.

Expectations

- Work 20-25 hours each week, which may include nights, weekends, and breaks (i.e., summer, winter, spring).

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- Provide staffing and a positive personality at all UCCS*lead* events and tabling functions, as well as summer orientation functions.
- Collaborate with Graduate Assistants of the Department of Student Life to support both UCCS*lead* and Student Life programming.
- Avoid exceeding expenditure limits for events and purchase orders unless permission is obtained.
- Attend, participate, and actively contribute to 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 by supervisors.
- Return inquiries and/or requests via phone or email within 24 hours.

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
- Assessment, Evaluation, and Research

Supervision Received

This position reports to the Coordinator of UCCS*lead* and the Chancellor's Leadership Class. 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.

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Full-time enrollment in a UCCS graduate program
- 3.0 or higher GPA (cumulative and semester)
- Demonstrated experience in marketing and social media
- Demonstrated experience in event planning, coordination, and logistics
- Leadership experience in either a co-curricular or professional setting

Preferred Qualifications

- Pursuing master's degree in student affairs, education, communication, or a related field
- Interest in leadership development theories
- Experience as a student leader on a university campus
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Excellent problem-solving skills
- Demonstrated experience in data collection, evaluation, and assessment

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- Commitment to diversity, equity, and inclusion and supporting diverse student populations in higher education

Preferred Knowledge, Skills, & Abilities

- Graphic design experience and proficiency with Canva
- Social media experience, particularly with Instagram
- Proficiency with Microsoft Office products (e.g., Outlook, Teams, Excel, Word, PowerPoint)
- Ability to effectively and enthusiastically speak in front of large student and community audiences
- Ability to think critically and coordinate detailed events
- Ability to develop and maintain professional relationships with campus partners
- Ability to multi-task, work independently, and prioritize
- Excellent organization and time management skills
- Ability to be flexible and adjust quickly to shifting demands

Additional Details

This position requires work of 20-25 hours per week and availability on nights and weekends, as well as during the summer, spring, and winter breaks. Strong candidates must embody UCCS*lead* values of commitment, innovation, integrity, and engagement.

Compensation *(position will be classified as a Graduate Assistant under the 1502 code for student employment)*

UCCS*lead* is excited to offer a compensation package including the following:

- 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 budgetary projections;
- 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.

Academics

Academic success is extremely important to the program. All students working for UCCS*lead* must maintain a minimum of a 2.0 cumulative grade point average, as per UCCS Student Employment policy. Probationary periods may be implemented if grade point averages fall below a 2.0. The program has full discretion to evaluate your academic success based on program standards. All employees will be required to submit their grades to the program director 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 two professional references to Cody Parish (cparish@uccs.edu), Coordinator of UCCS*lead*.