

Adaptive Leadership Certificate Program and Teaching Assistant Graduate Assistant

Overview

The Department of Leadership, Research, and Foundations (LRF) is offering a new flexible education pathway for military service-members and civilians in the Pikes Peak region – the Adaptive Leadership Certificate. LRF is seeking a talented graduate assistant to support the program development, create marketing and recruitment materials, and serve as an occasional teaching assistant. The certificate is comprised of four courses (12 credits total), delivered in a hybrid format, with cohorts of undergraduate students learning together in sequence. Students will learn inside and outside the classroom with hands-on experiential learning. The Program/Teaching Assistant will help with marketing for the program, building curriculum, assisting students with various program components, including experiential learning, and admissions/enrollment work. This position would be excellent for someone interested in teaching in higher education, or someone interested in developing new educational programs.

Compensation for this position starts at \$20.00/hour, up to \$8000 per year, with the possibility of partial tuition remission. This GA can expect to work 10-15 hours per week in both the Fall and Spring semester. This position reports to the Program Coordinator for the ALC program.

Specific Duties

- Develop program materials, such as program handbook, registration instructions, program policy documents
- Assist in advising students enrolled in the program
- Prepare marketing and promotional/presentation materials
- Create a video highlighting/promoting the program
- Assess program short- and long-term goals
- Provide occasional support for classroom activities, course projects, and curriculum development

Minimum Requirements

- Current graduate student enrolled at UCCS
- Experience with working with students

Preferred Qualifications

- Interest in helping first-generation and military students
- Excellent public speaking and communication skills OR the desire to learn quickly
- High-level attention to detail and the ability to multi-task
- Experience creating video content and/or other marketing materials
- Ability to work independently when necessary
- Ability to work occasional evenings, weekends, and the month of June
- Ability to prioritize and re-prioritize tasks as needed
- Proficiency in Microsoft Office, including Excel, Outlook, PowerPoint, Word, and Video Editing software
- Open to constructive feedback and continual learning
- Valid Driver's License
- Ability provide a minimum of two references from faculty or former supervisors
- Must be able to pass a UCCS background checks

How to Apply

- Send a current resume and cover letter to Dr. Phillip Morris, Program Coordinator for the ALC program, at pmorris@uccs.edu.
- Be prepared to provide 2-3 references, upon request.