COE Graduate Assistant- Campus Connections

Position Description:

We are hiring a friendly, flexible, and responsible graduate student to assist the Campus Connections program. The person hired will receive initial and on-going training to support the faculty and staff with various projects and operations relating to the program.

Candidate will.....

- Provide excellent customer service to potential program participants, stakeholders, faculty and staff.
- Assist the program manager and instructor with clerical duties related to Campus Connections
- Complete intake appointments and paperwork for youth and families participating in Campus Connections
- Drive youth to and from UCCS in university-provided 7 and 15 passenger vans
- Assist with event space coordination
- Create or use Excel Spreadsheets for data entry
- Inventory and upkeep of program supplies
- Take turns acting as Lead Mentor Coach on program nights. This includes:
  - Taking attendance
  - Collecting therapy cards
  - Signing out youth participants
  - Tracking meal requirements for youth
  - Other duties as assigned
- Grade weekly reflection papers from the mentors
- Participate in weekly staff meetings
- Complete projects assigned by the program manager

*Qualifications:

Must be a Graduate student in the College of Education.
Must be licensed and willing to drive UCCS motor pool 7 and 15 passenger vans.
Must be available starting at 2pm on Thursday afternoons (program nights).

Knowledge, Skills, and Abilities

- Highly proficient with Microsoft Office applications, e.g. Word, Excel, Outlook (a short test may be administered)
- Detail oriented and quality conscious
- Willingness to take initiative in meeting the needs of the program and welcomes new challenges
- Flexible and amicable when functioning within a team
- Experience that demonstrates strong interpersonal skills and the ability to establish rapport with persons of diverse backgrounds
- Excellent customer services skills
- Strong verbal and written communication skills
- Ability to maintain confidentiality and exercise discretion
- Exercise professional demeanor and adhere to dress code
- Be on time for work and work hours scheduled

Must be willing to perform physical requirements: walking across campus, cleaning, bending, stooping, and lifting up to 20 lbs.

*How to Apply: Submit a cover letter and resume to Molly Cammell, mcammell@uccs.edu

Comments:

The College of Education is a fun environment where students are treated with respect and given professional development opportunities to help them transition into their careers. Dress code is business casual.