



Graduate Assistant for the Office of the Dean of Students

Nature of Work

The Office of the Dean of Students works to establish an ethic of care at the University of Colorado Colorado Springs through preventative, behavioral, and accountability practices. The Office of the Dean of Students (DOS) enhances the educational experience of all students through our three primary function areas: maintaining and administering the Student Code of Conduct, supporting students in crisis through the Campus Assessment Response and Evaluation Team, and promoting student growth and development through educational and prevention programming related to student well-being. The Office of the Dean of Students values are: civic responsibility, education and development of all students, respect, a socially just community, responsibility, fairness, honesty, and integrity.

The Graduate Assistant for the Office of the Dean of Students is a part time position requiring twenty-five (25) hours per week. The student is responsible for assisting in the development, implementation, administration, and evaluation of prevention programs that contribute to cultivating a healthy and safe campus community. DOS programming focuses on alcohol and other drug abuse prevention, harm reduction strategies, sexual assault and relationship violence prevention, and positive alternative programming. Primary emphasis of duties will be with the execution of semester-based programming. Secondary emphasis of duties will be on student education, training, and engagement. Additional duties may include supporting marketing needs for campus campaigns, and operational support to the DOS Office. While not directly supporting students in crisis, this position may come into contact with sensitive matters, so strict confidentiality must be maintained.

Learning Outcomes

This position will directly allow the Graduate Assistant to gain experience in the following ACPA/NASPA student affairs professional competencies:

- Advising and Supporting
- Personal and Ethical Foundations
- Organizational and Human Resources
- Student Learning and Development
- Law, Policy and Governance
- Leadership
- Assessment, Evaluation and Research

Supervision Received

This position reports to and receives day-to-day supervision from the Prevention and Outreach Manager.

Relationships

The Graduate Assistant will also collaborate with departments across campus for campus-wide programming, primary departments include: Recreation and Wellness Center, Office of Institutional Equity, Residence Life, Housing Operations, Student Life, Student Orientation, UCCS Police and MOSIAC.



Position Responsibilities

Programming: *The primary role of this position will be to develop, implement and assess student focused programming related to alcohol and other drugs or violence prevention. Duties include:*

- Plan, market, and execute semester based programs specific to the DOS Office such as, Campus Safety Awareness Month, Alcohol Awareness Week, Random Acts of Kindness Week, Safe Spring Break Week, Sexual Assault Awareness Month, Survivor Speak-Out, and Take Back the Night;
- Develop and implement new student focused programs related to Student Code of Conduct behavior concerns;
- Track attendance for all events and develop additional assessment measures for significant campus events;
- Attend regular meetings with Prevention and Outreach Manager to provide plans and updates of programs & events;
- Attend Campus Programming Team Meetings, and other meetings as assigned;
- Assist in other programs with campus partners as assigned;

Education, Training, and Student Engagement: *The secondary role of this position is to support education and training, as well as contribute to student engagement initiatives, duties to include:*

- Support DOS Office in delivering campus trainings such as, travel training, orientation presentations, and SmartMoveUCCS training, etc.;
- Support sanctioning education by serving as facilitator for educational classes;
- Develop educational campaigns to include print and social media to support #SmartMoveUCCS and other awareness campaigns;
- Host monthly awareness and orientation tables;

Miscellaneous Duties: *Additional operational support duties include:*

- Provide operational and programming support for Clyde's Cupboard;
- Maintain social media sites;
- Serve on department and campus committees as assigned;
- Provide office support as needed (i.e. walk-ins, answering phone calls, etc.);
- All other duties as assigned by the Prevention and Outreach Manager.

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Maintain enrollment in graduate program at UCCS
- Maintain a 3.0 or higher GPA, cumulative and semester
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Experience in event planning, coordination, and oversight of various events



Preferred Knowledge, Skills and Abilities

- Enrolled in the Student Affairs in Higher Education (SAHE) Master's Program
- Demonstrated experience working with college students, alumni/ae, and/or university administrators
- Previous experience in providing educational training or serving as a group advisor/facilitator
- Student Advisement and conflict management skills
- Knowledge of violence prevention, gender studies, and/or social justice.
- Possess energy, creativity, organizational skills, and leadership/team development
- Marketing, design, and/or web development skills.
- 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

Compensation

Compensation for this position is comprised of the following:

- Position will begin no later than July 15th;
- Compensation for this position will include a \$5,000 per fall/ spring semester stipend, and \$2,000/summer semester stipend (to be paid monthly and not to exceed 12,000 annually). Alternatively, this position may be offered at an hourly rate of up to \$13/hour for up to 25 hours/week.
- Compensation for this position will also include a tuition waiver of up to 6 credit hours at the current in-state tuition rate for your program during Fall and Spring semesters, and/or up to 3 credit hours in the Summer Semester. Benefit may not exceed \$8,000 annually (July 1-June 30). This offer is contingent upon meeting the enrollment requirements and working over 2/3rds (10 weeks) of the semester. Enrollments will be monitored through the duration of the add/drop period and the tuition waiver will not be issued unless you are enrolled for the required minimum number of credit hours. Termination of employment may result in loss of tuition waiver.
- Compensation for this position does not include benefits, and the GA may not work, on average, more than 25 hours a week per two week reporting period. The GA may not hold any other paid employment on any University of Colorado campus, including UCCS. Additional off-campus employment must receive prior approval.

Reporting

This position reports to the Prevention and Outreach Manager.

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.

Application

Submit documents (resume & cover letter) through the SAHE Graduate Assistantship Application process by February 28, 2020.

Office of the Dean of Students