

Excel Languages Center: Graduate Assistant (GA)

Supervisor and Contact: Sandy Ho, Ph.D. (719.255.3690 & sho@uccs.edu)

Pay Rate: \$15.00 to \$18.00 per hour (maximum 25 hours per week)

Start Date: As early as July 1, 2020 (negotiable)

Added Benefit: Depending on GA skills and performance, there is an opportunity for a 9-month temporary staff position contract (as a Program Coordinator or Staff Supervisor) after graduation from the SAHE program.

The Excel Languages Center (LC) models and supports academic excellence at UCCS through FREE DROP-IN and online support services for Spanish, French, German, Japanese, Latin, American Sign Language, Chinese, and English (for non-heritage/native users).

The mission of the Excel Languages Center is to empower student success through collaborative learning, individualized tutoring, leadership development, and meaningful dialogues.

The Excel Languages Center (located in Dwire Hall 270) provides a supportive environment focused on academic achievement, language skills acquisition and development, the celebration of cultural diversity, and inclusive spaces intentional in community building. The focus of this GA opportunity is to provide both intensive and extensive field experiences in the Excel Languages Center (an academic learning program)—related to foreign languages, American Sign Language, cultures, globalization, academic achievement, student development, intercultural communication, international students, accessibility, learning technology, and leadership.

Learning Outcomes:

- Discuss the roles and functions of the Excel Languages Center.
- Describe skills/experience applied in the transition from student to professional.
- Develop a professional identity incorporating values, skills, and abilities directly supporting students in a higher educational setting.
- Develop skills in navigating campus resources to better support a diverse population of students.
- Maintain and facilitate an environment bridging academic affairs and student affairs.
- Demonstrate knowledge of, and increased competency in, the field of student affairs using the professional CAS competencies; a current resume; and a self-appraisal and evaluation paper.

Relevant Professional Competency Areas for Student Affairs Educators:

- Advising, Supporting, and Leadership
- Assessment, Evaluation, and Research
- Organization and Human Resources
- Personal and Ethical Foundations
- Access, Equity, Diversity, and Inclusion
- Student Learning and Development
- Technology

Minimum Qualifications:

- Must have knowledge and passion for supporting student success
- Must possess the ability to work independently and collaboratively
- Must value and celebrate diversity, equity, and inclusion
- Demonstrated ability to create and generate reports utilizing Microsoft Office Suite products

Preferred:

- Ability to communicate in a language other than English and/or support non-native English language learners