

Graduate Assistant – Recruitment and Outreach
Student Assistant IV
College of Education:
Division of Academic Support and Student Success

Nature of Work

The College of Education takes great pride in preparing teachers, leaders, and counselors who embrace equity, inquiry, and innovation. The College of Education’s Division of Academic Support and Student Success works to enhance the educational experience of all students by facilitating personal growth, leadership, and career-related opportunities for all College of Education students. The division’s five focus areas outlined in its strategic plan are as followed: *Engagement and Belonging; Learning and Academic Collaboration; Diversity and Global Consciousness; Branding and Marketing; and Financial Stewardship and Organizational Resiliency.*

The Graduate Assistant for Recruitment and Community Outreach within the College of Education will serve as a para-profession for the Division of Academic Support and Student Success. This position will require 25 hours of work per week. At least three fourths of the hours must be completed during business days/hours (M-F: 8:00am-5:00pm) and will vary based on events and programs held each week. The Graduate Assistant will report directly to the Assistant Dean and work collaboratively to establish priorities and develop processes to achieve established goals in line with the College of Education's strategic plan for student success. He/She/Ze is responsible for assisting in the development, implementation, administration, and evaluation of a coordinated and comprehensive plan for student recruitment. Primary emphasis of responsibilities will be centered on researching, planning, and executing student activities and events. This person must have the ability to work independently during variable work hours and occasionally after work hours and on the weekend.

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

Supervision Received

This position reports to the Assistant Dean. 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.

Position Responsibilities

Organization of Recruitment and Marketing Materials (10% of position)

- Maintain an inventory of recruitment materials and develop a system for check-out and replenishment
- Prepare and organize recruitment materials so they are readily available for faculty members and events
- Work with the Assistant Dean to ensure that all recruitment materials have been through the appropriate approval protocol
- Maintain a running list of all recruitment events
- Work with front office staff to input all prospective student information into the database
- Prepare PowerPoint presentations for various recruitment events

Visibility Recruitment (40% of position):

- Coordinate with the Assistant Dean and other College of Education personal to showcase programs and offerings within the College
- Staff tables at college fairs, career day events, UCCS major and minor fair, Graduate School events, etc.
- Research and present options for additional recruitment opportunities for the college
- Make suggestions and recommendations for college swag and marketing materials based on interactions with other institutions of higher education

Strategic Recruitment/Outreach (40% of position)

- Assist with the planning and development of on-campus activities for students interested in careers in education
- Assist with the planning and development of Mountain Lion Experience
- Assist with and develop K12 outreach activities (e.g. Southern Colorado Art Showcase, Literacy Event, etc.)
- Coordinate logistics for all strategic recruitment/outreach program planning meetings, including but not limited to scheduling and sending meeting reminders, tracking RSVPs, developing and printing meeting agendas and materials, confirming catering and meeting spaces, drafting and distributing meeting minutes and following up on after meeting action items.
- Manage the registration process for all prospective students attending various on-campus activities

Miscellaneous duties (10% of the position)

- Support the admissions process by providing excellent customer service to prospective students during peak times
- Submit event proposals and schedule planning meetings for every responsible event at least 1.5 months prior to your event date. This allows for appropriate planning and marketing.
- Work with the Assistant Dean to develop, design, and provide promotional materials for events.

- Compile all event-related documents to keep an accurate and up to date event folder for your events, and prepare a written evaluation to be submitted with your event folder within 10 days of each event.
- Do not exceed expenditure limits for events, unless permission is obtained from the Assistant Dean.
- Contribute, attend and actively participate in 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
- Return inquiries and/or requests via phone, email or fax within 24 hours.
- All other duties as assigned

Minimum Qualifications

- Enrolled in the Student Affairs in Higher Education (SAHE) Master's program. Other Master's programs will be considered
- Involvement experience in clubs, organizations, and/or previous UCCS Student employment experience
- Event planning, coordination, and oversight experience in small and large scale events
- Excellent written and verbal communication skills
- Excellent interpersonal skills

Preferred Knowledge, Skills and Abilities

- Must be solution focused, uphold a positive standard, and bring energy, creativity, organizational skills and a willingness to be a part of a team
- Ability to work irregular hours, including weekend, and serve as a member of the College of Education's Programming team
- Ability to network, communicate and partner effectively with other offices and departments
- Available for summer work including but not limited to: Summer retreat, office hours and special projects
- 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
- Demonstrated experience working K-12 students
- Demonstrated experience supporting low-income and/or first-generation students
- Data collection, evaluation, and assessment experience
- Competent with Microsoft Office products (Word, Outlook, Excel, PowerPoint, Publisher, etc.)
- Strong verbal, written, and interpersonal skills

Compensation

Compensation for this position is comprised of the following:

- This position will be classified as a Student Assistant IV
- Position will begin on or after June 1, 2020
- This position receives \$8000 in tuition assistance (\$4000/semester) plus \$13.00/hour
- Compensation for this position does not include benefits, and the student selected for this position may not work, on average, more than 25 hours a week. This position may not hold any other paid employment on any University of Colorado campus, including UCCS. Additional off-campus employment must receive prior approval

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- This position requires, at minimum, a year-long commitment

Background Check

Successful candidate must pass a background check to include license and educational verification, prior employment verification, sex-offender registry check, criminal and driving history.

Academics

Academic success is extremely important to the department. All students working for the College of Education must maintain a minimum of a 3.0 cumulative grade point average, as per UCCS Graduate School Policy. Probationary periods may be implemented if grade point averages fall below a 3.0. The college has full description to evaluate your academic success based on college standards. All employees will be required to submit your grades to the Assistant Dean 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 three references to Dr. Terainer Brown (tbrown12@uccs.edu), Assistant Dean of the College of Education.