



Graduate Assistant – Student Activities & Programming Department of Student Life

Nature of Work

The Department of Student Life works to enhance the educational experience of all students by facilitating personal growth and leadership opportunities outside of the classroom. The department leadership development model aligns with the Social Change Model, which examines leadership development from the perspectives of the individual, the group, and the community. Additionally, this aligns with the Student Life motto of “Engage, Connect and Belong.” As part of the Student Success Division, the department houses the following areas of student life: Clubs and Organizations, Leadership programs, Student Government Association, Student Media, Student Activities, Community Service, and Fraternity and Sorority Life.

The Graduate Assistant for Student Activities and Programming is a part time position requiring twenty-five (25) hours per week, as well as significant evening and weekend hours. This position serves as a para-professional staff member for the department. He/She/Ze is responsible for assisting in the development, implementation, administration, and evaluation of an integrated and comprehensive student activities program for a diverse university community. Primary emphasis of responsibilities will range from event planning, staffing, marketing, execution and evaluation, to student employee supervision, general department functions, office management, event organization and service/volunteerism. Additionally, this position will work collaboratively with a second graduate assistant in the oversight of the student activities team. This person must have the ability to work independently during variable work hours.

This position will also have expanded roles across the department in programming and assessment. Examples of additional Student Life Programming Duties include oversight of 1-2 of our week-long events, serving as the staffing lead for these events, assessment, marketing, social media, and other programmatic functions of the Department.

Department and Student Affairs in Higher Education Graduate Assistant Program Agreement

Obtaining a graduate assistant position at UCCS during your graduate program is a steppingstone into professional roles and responsibilities in the field of Student Affairs. Graduate assistants are given experience and developmental opportunities through the practical administrative and student support realms. As such, students who choose to pursue a graduate assistant position during their enrollment in the SAHE program at UCCS are expected to prioritize the position as part of the programmatic learning experience. Graduate assistants must discuss and obtain approval from their position supervisor prior to making time-intensive commitments outside of academics and the graduate assistant position (including the practicum). Failure to comply with the aforementioned conditions may result in reassessment of your graduate assistant role.

Learning Outcomes

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

- Advising and supervising
- Organizational and Human Resources
- Student Learning and Development
- Law, Policy and Governance
- Leadership
- Assessment, evaluation and Research
- Fiscal Responsibility and management

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Supervision Received

This position reports to and receives day-to-day supervision from the Director of Student Activities and Community Service. The appointing authority of this position is the Director of Student Activities and Community Service. 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.

Relationships

Operating under the umbrella of the Department of Student Life:

- This position works closely with the University Center Events Services Office to collaboratively support student activities team room reservations, functions, and event planning.
- As directed, this position works with other departments and clubs/organizations across the university to collaborate and partner for successful co-curricular programs.
- The position will develop strong relationships with local businesses and non-profits for service and volunteer-related functions.
- The position will work with Residence Life and Housing in developing academic and weekend initiatives for the community
- As directed, this position will communicate and work with the Admissions/Enrollment Management office as it pertains to new student outreach and recruitment.

Position Responsibilities

Event Programming and Operations: *The graduate assistant will facilitate the Department of Student Life Activities schedule through a variety of communication and planning operations that include the following tasks:*

- Host weekly event Activities Team meetings to review programming, goals, and outcomes.
- Responsible for organizing, composing, and routing performance contracts for select student activities.
- Attend weekly one-on-one meetings with University Center Event Services to discuss program needs.
- Facilitate event advisement and registration process of all programs held by Student Life. Duties include ensuring events are appropriately planned and registered meetings are scheduled to review events, event services and other key stakeholders are included, appropriate staffing is schedule per event, catering/contracting/risk and all pertinent event logistics are finalized.
- Create, manage, and update semesterly programming calendars while composing information needing to be conveyed to the larger UCCS community.
- Consistently maintain and oversee the upkeep and order of the Student Activities suite by managing club and organization supply closet check-out process and presenting a professional setting for daily operations and interactions with UCCS students, faculty, and staff.
- Serve as the professional staff member for all on and off-campus functions and programs primarily sponsored by Student Life.
- Review all staffing schedules and day-of event plans for all events to ensure accuracy, appropriate staffing and general event management.
- Responsible for the initiation of related and/or appropriate co-sponsorships between department, clubs and organizations, fraternities and sororities for programs and activities of Student Life

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Assessment and reporting: *The graduate assistant is responsible for all duties related to assessment and reporting such as:*

- Development of learning and program outcomes for Student Life programming
- Craft, launch, gather, and assess regular program outcomes, week-long and specific program satisfaction surveys and any large-scale department assessment projects.
- Compose all monthly program reports that include data on anticipated attendance, actual attendance, budgets, cost per student, and relation to CAS Standards
- Design and compile monthly budgeting reports related to and surrounding the programming budget, expenses, revenue, and outstanding balances

Budgeting: *The graduate assistant will provide oversight and manage the Student Life Programming Budget in the following ways:*

- Record and monitor all expenses incurred to the programming budget.
- Provide monthly comparisons between internal budget tracking systems and university-wide systems to ensure accuracy and prove fiscal spending responsibility
- Be familiar with and uphold/enforce all university rules and regulations relating to events, programming, finances, and catering.
- Serve as a purchasing cardholder and work with student employees in purchasing event supplies.
- Prepare yearly fiscal budget requests for the Student Activities Team using a zero-based budgeting approach, incentive-based budgeting, and/or similar budgeting models.
- Use internal budget tracking systems and programming data to inform decision making surrounding projected budget cuts

Community Service and Civic Engagement: *Student Life creates a small annual curriculum of community service and volunteer activities. The graduate assistant will provide direction for the following:*

- Provide oversight and support for the yearly service-related functions: Clyde's Kickoff Day of Service, Holocaust remembrance day, MLK Day of Service/Reflections, and any large city-wide service partnerships (e.g.: Pikes Peak United Way, Pikes Peak Habitat for Humanity)
- Invite, with direction from the Coordinator of Civic Engagement, external partners to annual fall and winter service fairs
- Identify other drop-in and small-scale service/volunteer opportunities for students to engage with during their time at UCCS
- Provide advisement and recommendations for students who are looking to fulfill community service hour requirements

Supervision: *The graduate assistant will provide regular supervision and oversight over the following areas:*

- Supervise three-six undergraduate student employees in their event planning processes, event execution, marketing and functions
- Responsible for conducting appropriate training, team development, and human resource support for the Student Activities Team, as well as collaborate on department-wide all-student staff trainings
- Prepare, in collaboration with the Director of Student Activities and Community service, mid-year and end of year formal evaluations of student staff
- Lead all recruitment efforts and event coordinator selection processes when staff vacancies occur
- Assist in the overall department training, advisement and supervision of the Student Life Front Desk;

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Miscellaneous Duties:

- Attend regular meetings with the Director of Student Activities and Community Service, including weekly 1-1's and bi-weekly SAHE program meetings, Campus Programming Team Meetings, department meetings, and others that may arise;
- Serve on specialized committees and university planning groups that include, but are not limited to, Campus Programming Team, Significant Speaker Planning Committee, Division of Student Success Planning committees, etc.
- Serve as a presenter and representative from Student Life at all New Student and Transfer Orientations
- Undertake the required university trainings as a part of this position that include, but are not limited to, VETS, SafeZone, Motorpool, etc.,
- Assist in the daily operations and functions of Student Life Programming and Activities, as well as the Department of Student Life;
- Serve on department and campus committees as assigned;
- Provide additional support in the areas of assessment for major week programs in Student Life
- All other duties as assigned by the Director of Student Activities and Community Service.
- Build strong and positive relationships with various stakeholders across UCCS (ex: MOSAIC, Dean of Students, Sustainability, Recreation and Wellness, Career Center, etc.).

Required Trainings

During their time in the role as Graduate Assistant, the following university training, leadership and new hire programs will be completed:

- Any and all electronic trainings surrounding hiring
- SafeZone training(s)
- V.E.T.S Training
- FERPA Electronic Records Training
- UCCSLead
- Motorpool 15 passenger van training
- Student Employment Supervision Trainings
- Any additional trainings that may come up through the course of the academic year

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Maintain full-time enrollment in graduate program at UCCS
- Maintain a 3.0 or higher GPA, cumulative and semester
- Demonstrated experience in event planning, coordination, and oversight of both large and small-scale events
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Demonstrated experiences in advising students and/or peers in event planning
- Demonstrated experience in supervision (student, professional, or para-professional)
- Energy, creativity, individual focus, leadership/team development

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Preferred Knowledge, Skills, and Abilities

- Enrolled/ing in the Student Affairs in Higher Education (SAHE) Master's Program
- Experience working with a campus engagement platform (preferably CampusLabs and Engage)
- Experience working with college students, alumni/ae, club advisors, university administrators, etc.
- Previous experience in training or serving as a group advisor/facilitator
- Experience organizing meetings and conferences, including administration and agendas
- Conflict management resolution
- Possess energy, creativity, organizational skills, and leadership/team development
- 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
- Ability to work independently and self-start; identifying needs of an office and carry out those functions
- Student conflict management skills
- Previous experience teaching, training, or serving as a group advisor/facilitator
- Data collection, evaluation, and assessment experience
- Competent with Microsoft Office products (Word, Outlook, Excel, PowerPoint, Publisher, etc.)
- Familiarity with Adobe products (Photoshop, InDesign, etc.)

Compensation *(position will be classified as a Graduate Assistant under the 1502 code for student employment)*

Student Life is excited to offer a compensation package including the following:

- Position will begin July 1, 2020 (Start date is negotiable to earlier or later);
- This position receives \$15.00 an hour and will be paid on a bi-weekly basis;
- Position may receive up to \$200 in local/regional/national conference registration fees to support professional development, based on yearly budgetary projections;
- Compensation for this position does not include benefits, and the GA may not work, on average, more than 25 hours a week. The GA may not hold any other paid employment on any University of Colorado campus, including UCCS. Special permission must be obtained for non-UCCS employment and is not guaranteed.

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.

Supplemental

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How to Apply

To apply, please provide the following application materials:

- Cover letter explaining your interest and how your experience would relate to the position
- Detailed resume displaying all related experiences
- 2 References (one reference must be a former supervisor/advisor)

SUPPLEMENTAL MATERIALS: Please provide 2 program ideas that address needs for a new student welcome week. Map out these two program ideas by providing reasoning for the event, program outcomes, methods of assessment, potential costs, partners, and logistics/risks surrounding the event

- **Context:** The Student Activities office is responsible for all co-curricular programming during the new student week. First year students move into the residence halls on a Tuesday, which means programming occurs Tuesday-Sunday. The Freshmen Seminar program hosts curricular programming on Thursday and Friday of that week from 8am-5pm (programming is the equivalent to 4 class periods). Student Activities hosts programs the evenings of Tuesday, Thursday, and Friday. In addition to all on Wednesday, Saturday and Sunday. Co-curricular events currently held include:
 - on campus socials,
 - commuter socials,
 - campus-wide ice breakers/get to know you activities,
 - class meals
 - Recreation center-themed nights
 - University center-themed nights
 - Athletics themed nights
 - Bingo night
 - Movie Night
 - Dance
 - Talent Show
 - Community business fairs
 - Community Service Project
- Program Idea 1- Saturday LATE night Program: Saturday currently holds three programs (early afternoon, early evening and Late Night). Programs currently hosted by Student Activities during this day are community business fair, movie night, and talent show. The talent show has lost interest, and will most likely be moving to Sunday Night, leaving a need for a program in the LATE spot for Saturday. Please provide an option for a program that does not include a performer (e.g.: comedian, hypnotist, etc.). The time for the program typically lasts from 10:30pm-midnight.
- Program Idea 2: Friday Collaboration with Freshmen Seminar: The freshmen seminar programs wants to keep their all-day classes on campus. In years past, they have struggled, as the classes have found unique programming opportunities to go off campus (e.g.: Leadership retreats, bowling, service, etc.). Develop a program that is high energy, high engagement and can accommodate around 60 sections of first year seminar classes. It should have academic and campus resource undertones to it and should not be a resource fair or scavenger hunt. Think competitions, think high energy, think about programming that a freshmen seminar instructor would forgo a bowling excursion to stay on campus. Keep in mind the aforementioned programs in Scenario 1, as well as the same structure mentioned in the context.

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