

**Pre-Collegiate Graduate Student Assistant**

**JOB DESCRIPTION**

# **OVERVIEW**

The Pre-Collegiate Support and Success Center (PCSSC) at UCCS works with K-12 students from Colorado Springs and Pueblo to promote first-generation, low income and military-connected students’ access to and success in postsecondary education.

The Pre-Collegiate Graduate Assistant (GA) will work to support Pre-Collegiate Staff in the areas of Program Development and Evaluation, Data Collection, Tracking and Analysis, and/or Scholar and Alumni Support. This position can be co-created based on the Graduate Student’s interests and skills within these two broad areas. It can include direct student contact if desired, and/or be limited to evaluation and data collection and analysis with minimal student contact. This position works approximately 15-20 hours per week. All hours can be worked around your class schedule.

* This position is eligible for sick leave under the Colorado Healthy Families & Workplaces Act.
* The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living, and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.
* UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs.

# **SPECIFIC DUTIES**

* Work in a team environment to help develop or carry out program development and evaluation.
* Assist with data collection, tracking and analysis leading to measuring program outcomes and determining needed improvements. May include quantitative and qualitative data.
* Assist with the development and implementation of Pre-Collegiate alumni activities that enhance the high school to college transition, college retention and career preparation.
* Other duties as assigned.

# **MINIMUM QUALIFICATIONS**

* Graduate student currently enrolled at UCCS.
* Interest in or knowledge of data collection, tracking and analysis, program development and evaluation and/or programming for college age alumni that enhances transition to and retention in college.
* Able to pass a background check.
* Interest in or affinity for working with underserved elementary, middle, high school and/or college students.
* Ability to work in a team environment and independently as needed.

**Note:** *Mileage reimbursement is available when not at their primary work location.*

# **PREFERRED QUALIFICATIONS**

* High-level attention to detail and the ability to multi-task.
* Proficiency in Microsoft Office, including Teams, Excel, Outlook, PowerPoint, and Word.
* Receptive to feedback and continual learning.
* Valid Driver’s License (if the Graduate Student would like direct student contact).
* Ability to provide a minimum of two references from faculty or former supervisors.

**Compensation Rate**: $17.00/hour

**How to Apply**

* Please apply through SEAN by submitting a cover letter and resume for job posting # or email Dr. Nancy Hernandez directly at [nhernand@uccs.edu](mailto:nhernand@uccs.edu)