Graduate Assistant for the Office of the Dean of Students

Education and Outreach

Minimum Hours per Week: 5

Maximum Hours per Week: 25

Hourly Rate: $16.00

Stipend:

Employment Start Date: Summer 2023

Employment End Date: Upon Graduation/Termination

Job Description

The Graduate Assistant for the Office of the Dean of Students – Education and Outreach is a part-time position requiring twenty-five (25) hours per week. This position’s primary responsibility is 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 responsibilities for this position will include supporting the operations of the Dean of Students Office.

This position will regularly interact with multiple departments across campus including Residence Life and Housing, Gallogly Recreation and Wellness Center, Student Life, Public Safety, MOSAIC, Orientation, and Office of Institutional Equity.

Job Duties

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 to include:*

* Plan, market, and execute semester-based programs specific to the DOS Office to include: Campus Safety Awareness Month, Alcohol Awareness Week, Random Acts of Kindness Week, Safe Spring Break, Sexual Assault Awareness Month, etc.
* 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 Education Specialist and Assistant Dean of Students to provide plans and updates of programs and events;
* Attend the Office of the Dean of Students staff meeting and other meetings as assigned;
* Provide programming support to campus partners: (Residence Life and Housing, Gallogly Recreation and Wellness Center, Student Life, Public Safety, MOSAIC, Orientation, and Office of Institutional Equity);
* Assist in other programs 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 Fraternity and Sorority Life education, etc.;
* Support sanctioning education by serving as facilitator for educational classes;
* Develop educational campaigns to include print and social media to support #smartmoveUCCS campaign
* Host monthly awareness programming

Miscellaneous Duties: *Additional operational support duties include:*

* Maintain social media sites as assigned
* Serve on department and campus committees as assigned;
* All other duties as assigned by the Education Specialist and Assistant Dean of Students.

Qualifications

Minimum Qualifications

* Bachelor’s degree from an accredited college or university
* Enrollment/acceptance into a graduate program at UCCS
* 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
* 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

Role Specific 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

Transferable Skills

* Customer Service: Experience greeting and conversing with students, providing friendly interaction, answering questions, and creating a welcoming and educational experience for students
* Fiscal Management: Maintaining inventory of give-a-ways and programming supplies, and creating a detailed budget for events
* Interpersonal Communication: Engaging with students, coworkers, and stakeholders to understand their unique concerns and experience, analyze verbal and nonverbal communication to carry out effective conversations and meetings
* Leadership and Educations: Create and implement education and prevention training to students

Position Oversight

This position will be hired and supervised by the Office of the Dean of Students.

Continued Employment

Students interested in continuing employment with the Office of the Dean of Students each year will need to effectively complete all the listed above expectations and meet with their direct supervisor for an end-of-year employment evaluation.

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.