

## **Graduate Assistant for University Center Engagement**

The University Center and Event Services (UCES) at UCCS is committed to creating a greater UCCS community through creating safe, welcoming and engaging environments. The University Center strives to be a place that is central to the student experience and provides connection, engagement and belonging for anyone who visits. The University Center team is seeking a Graduate Assistant to join our dynamic team to help play a key role supporting the overall engagement within the University Center.

### **JOB DESCRIPTION**

Under the direction of the Assistant Director for University Center and Event Production, this position works to create a friendly and engaging atmosphere in the University Center and is responsible for assisting in the oversight of the Lion's Byte Game room, implementation of programming with the University Center, and increasing awareness of the University Center's programs and services through various platforms (social media, websites, tabling). The goal of this position is to help launch the University Center as the "hub of campus" and create ways for students to connect and engage with the building. This position serves as a para-professional staff member for the department and is required to work 25 hours a week including evening and weekend hours when programs/events are planned.

### **POSITION RESPONSIBILITIES**

**University Center Engagement and Event Planning - 40%** (*% based on an average of 25 hr/week schedule, weeks will fluctuate*)

- Create, plan, and implement programming for students within the University Center to increase engagement in the facility
- Support large scale programming initiatives hosted in the University Center (UC Premier Night and Mountain Lion Mania)
- Collaborate with University Center Building Occupants (MOSAIC, Career Center, Bookstore, Dining, Ent Credit Union, Athletics, Student Life) on programs and events to create more streamlined and collaborative programming
- Co-create, along with Student Life, programming and services that fosters engagement of commuter students
- Work closely with other UCES Graduate Assistants to increase engagement with the Information Desk
- Co-manage with the Assistant Director the University Center Event and Program Grant application for student organizations to request funding to host programs in the University Center
- Plan and host programming in the Lion's Byte Game Room
- Bi-annually support the University Center benchmarking survey by promoting and finding various ways to encourage students to provide feedback
- Track a programming budget with the Assistant Director

### **Event Advertisement and University Center Marketing- 30%**

- Develop, design, and provide promotional materials for events

- Responsible for ensuring marketing for all programs is assembled and distributed in a timely manner
- Develop and manage the University Center marketing plan using various strategies (social media, website, digital signage, word of mouth, giveaways) to increase awareness of the UC
- Co-manage the University Center website and manage the University Center social media accounts

#### **Supervision- 20%**

- Directly supervise Game Room Attendants/Leads including hiring, training, shift scheduling, ongoing coaching, performance evaluation and team meetings
- Manage processes of ongoing evaluation, coaching and supervision for game room attendants
- Conduct one on one meetings during the semester with game room attendants
- Work with UCES team to perform quality position searches
- Help conduct and track initial and ongoing student staff training and onboarding

#### **Operations and Administrative Responsibilities- 10%**

- Oversee the functioning of the Lion's Byte Game Room, by working to maintain supplies inventory, reporting gaming console issues, managing policy and procedures for the space, and coordinating events within the game room
- Set and maintain office/functional hours as agreed upon by the Assistant Director
- Participate in UCES functional work teams including- Student Hiring and On-Boarding, Training and Development, UC Programming.
- Attending University Center staff meetings, Event Logistics, meetings with supervisor, office hours, and all staff trainings
- Support assessment initiatives that gather key point indicators as well as qualitative data around the UC's impact on the student experience
- Providing administrative support to University Center staff when necessary
- Understand and enforce all university rules and regulations pertaining to Public Forum, tabling, advertising, and solicitations

#### **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
- Organizational and Human Resources
- Student Learning and Development
- Law, Policy and Governance
- Leadership

#### **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
- This is a minimum 1-year commitment
- Excellent written and verbal communication skills
- Excellent interpersonal skills

- Experience in customer service, event coordination, and/or oversight of various events
- Successful completion of a background check

### PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Preference will be given to candidates enrolled in the UCCS Student Affairs in Higher Education (SAHE) Master's Program but not required
- Experience working in programming and event planning
- Previous experience in training, supervision or serving as a work group lead
- Previous experience in marketing and social media
- 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

### COMPENSATION:

- Position will begin July 1, 2022 (Start date is negotiable to earlier or later)
- 4106- Specialist/Lead – Range \$13.32-\$25.00 per hour/Student will be paid \$17.00 per hour
- This position is eligible for sick leave under the Colorado Healthy Families & Workplaces Act

### HOW TO APPLY

Please submit a cover letter explaining your interest in the position, a detailed resume listing your experiences, and two references to Katelyn Mansker (kmanske2@uccs.edu), Assistant Director University Center and Event Production.

*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*