



College of Education

UNIVERSITY OF COLORADO COLORADO SPRINGS

Graduate Assistant – Coordinator Event Planning and Logistics

Student Assistant VI-4106

College of Education

Division of Student Success and Academic Support

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 Event Planning and Logistics 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/Director of Student Affairs and work collaboratively to establish priorities and develop processes to achieve established goals in line with the College of Education's strategic plan for academic support and student success. She/Ze/They/He is responsible for assisting in the development, implementation, administration, and evaluation of all student-related events. Primary emphasis of responsibilities center on effective event organization and college-wide communication related to all logistics and day-of execution of events. This person must have the ability to work independently and with a team during variable work hours.

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 annually at minimum, typically at the conclusion of each semester, in order to determine the quality and effectiveness of the work accomplished and progress in achieving learning outcomes.

College of Education | Division of Student Success and Academic Support

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Position Responsibilities

This position will provide leadership around all coordination and execution of student-related events, including recruitment, outreach, student engagement, and student retention activities. This position also provides support for college-wide and community events. Duties include:

- Attend weekly/bi-weekly meetings with Assistant Dean, Academic Specialist, and/or Office Manager to insure accurate and timely organization and planning of events.
- Complete staff grid for each college-wide event and communicate staffing needs to the Assistant Dean.
- Host weekly/bi-weekly event coordinator meetings to review programming, goals, and outcomes.
- This position may supervise undergraduate student employees during the event planning processes.
- 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 in the College of Education.
 - 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.
- Record and monitor all expenses incurred to the programming budget.
- Service as programming purchasing cardholder and work with student employees in purchasing event supplies.
- Create, manage, and update programming calendars for each semester, while composing information to be conveyed to the larger UCCS community.
- Proactively schedule spaces one year in advance for the following academic year
- Support with virtual event environments (set-up, adding attendees, troubleshoot issues, etc.)
- Provide support for crafting, launching, gathering, and assessing regular program outcomes, week-long and specific program satisfaction surveys, and any large-scale department assessment projects.
- Be familiar with and uphold/enforce all university rules and regulations relating to events, programming, finances, and catering.
- Build strong and positive relationships with various stakeholders across UCCS (ex: MOSAIC, Dean of Students, Sustainability, Recreation and Wellness, Career Center, etc.).
- Assist with the execution of the College of Education's events and programs.
- Cross-train other Graduate Assistants and staff to support events when graduate student commitments are in conflicts with event days/times.
- Ability to navigate virtual, collaborative environments (WebEx, MS Teams, Zoom) for meetings and when needed assist with A/V set-up and troubleshooting large events.
- Other duties as assigned.

Undergraduate Student Supervision (Where applicable)

- Provide guidance to undergraduate students supporting college-wide events.
- In collaboration with the Assistant Dean, Academic Specialist, and/or college faculty or staff, coordinate regular meetings and develop an agenda to brief and debrief those involved with related events.
- Schedule and meet with office staff regularly to provide feedback, guidance, and support.
- Other Duties as assigned



Miscellaneous duties

- Crosscheck for event proposals and scheduled planning meetings for every event at least 3 months prior to the event date. This allows for appropriate planning and marketing.
- Work with the Assistant Dean and Program Coordinator to develop, design, and provide promotional materials for events.
- Remain in close communication with other Graduate Assistants to compile all event-related documents to keep accurate and up to date event folders for each event and prepare support the evaluation component of the 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 by the Graduate Assistant.
- Return inquiries and/or requests via phone, email, or fax within 24 hours.

Minimum Qualifications

- Bachelor's degree from accredited college or university is required
- Must be enrolled in a UCCS graduate program
- Experience in event planning, coordination, and oversight of both large and small-scale events
- Strong organization skills
- Experiences in advising students and/or peers in event planning
- Excellent communication and interpersonal skills
- Energy, creativity, individual focus, leadership, and team development

Preferred Knowledge, Skills, and Abilities

- Enrolled in the Student Affairs in Higher Education (SAHE) Master's program. Other Master's programs will be considered.
- Tolerance for ambiguity, sense of humor, critical thinking skills, ability to work irregular hours, and serve as a member of the team
- Ability to work independently and self-start; identifying needs of an office and carry out those functions
- Supervisory experience of students, peers, or other related co-workers
- Meeting and conference organization, administration, and agenda crafting
- Student conflict management skills
- Demonstrated experience working with college students, university administrators, and student organizations
- Data collection, evaluation, and assessment experience
- Competent with Microsoft Office products (Word, Outlook, Excel, PowerPoint, Publisher, etc.)
- Strong reading and writing skills



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Compensation

Compensation for this position is comprised of the following:

- This position will be classified as a Student Assistant IV.
- Position will begin as arranged by the Assistant Dean.
- This position receives \$8000 in tuition assistance (\$4000/semester) plus \$15.00/hourly/bi-weekly pay
- 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.
- 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

Submit a cover letter explaining your interest in the position, a detailed resume listing your experiences, and three professional references to Dr. Sandy Ho (sho@uccs.edu), Assistant Dean and Director of Student Affairs.