



# College of Education

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

## **Graduate Assistant – Student Engagement and Retention Coordinator**

*Student Assistant VI-Job Code 4106*

### **College of Education**

### **Division of Academic Support and Student Success**

#### **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 Student Engagement and Activities 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 and work collaboratively to establish priorities and develop processes to achieve established goals in line with the College of Education's strategic plan for student success. He/She/Ze is responsible for assisting in the development, implementation, administration, and evaluation of an coordinated and comprehensive plan for student support and success. Primary emphasis of responsibilities will be centered on researching, planning, and executing student activities and events. This person must have the ability to work independently during variable work hours and occasionally after work hours and on the weekend.

#### **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 bi-annually, typically at the conclusion of each semester, in order to determine the quality and effectiveness of the work accomplished.

**College of Education | Division of Academic Support and Student Success**

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## **Relationships**

Operating under the College of Education:

- This position will work to develop close relationships with various UCCS campus partners in their programming initiatives (ex: Housing and Residence Life, Dean of Students, Sustainability, MOSAIC, Career Center, Alumni Relations, etc.).
- As directed, this position works with our Athletics department to identify events garnering interest in our NCAA Division II sports programs (playoff watch parties, Blackout Weekend, White Out Night, etc.).
- As directed, this position works with the Gallogly Recreation and Wellness Center to design events focused on health and wellness.
- This position will collaborate with the department of Student Life and Leadership to plan academic and cultural/diversity programming, known as the Platinum Series. This programming may happen in conjunction with other departments such as MOSAIC, Daniels Ethics Fund Initiative, WEST Department, First Year Experience, and Compass Curriculum.

## **Position Responsibilities**

**Academic and Cultural/Diversity Programming (75% of position):** *The Special Events Coordinator will design and implement events and programs surrounding academic and diversity topics and initiatives by:*

- Coordinate with the Assistant Dean and Academic Specialists to support academic support programming such as testing preparation, writing labs, significant speakers, and other department-specific professional development opportunities offered to students
- Coordinate with housing and residence life to design programs and opportunities for students who reside in the College of Education's live-in learning community
- Connect with College of Education's student clubs and organizations to facilitate and support the design of programs and activities
- Meet with student club officers monthly to provide guidance and support of planned activities
- Attend student club meetings quarterly
- Serve as the primary liaison to the College of Education's GA for Event Planning in support of all student club activities.
- Keep a running list of all student club and organization related activities
- Coordinate college-wide student engagement events such as the annual canned-food drive, doughnuts and hot-dogs with the Dean, department-specific completion ceremonies, educator's job fair, etc.
- Sponsoring/co-sponsoring cultural/diversity programs with other departments that include, but is not limited to, Black History Month, LGBT programming, disabilities awareness, etc.
- Conducts regular outreach to other departments and research programs the College of Education can partner with that have an academic and/or cultural connection. This includes the Career Center's career fair, and programs

**Gallogly Recreation and Wellness Programming (5% of position):** *The Special Events Coordinator will collaborate and assist in planning of the following types of programs:*

- Facilitate and plan any collaborative initiatives related to health or wellness.

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## **Social Media Support (10% of position)**

- Develop Social Media content to post online for the College of Education pages (abide to Campus wide marketing and branding standards)
- Promote college and campus wide events through social media
- Take initiative and develop virtual engagement events for social media platforms

## **Themed Programming (5% of position)** : *The Special Events Coordinator will oversee the following types of programming efforts within the Department of Student Life:*

- Plan and coordinate all holiday-specific programs that are not culturally based. These include, but are not limited to, the Festival of Lights Parade, specific Fall and Spring programs, Pi Day, Anti-R World Campaigns, and other specific theme-related programs.
- Partner with Student Life and Leadership to ensure College of Education participation in large- scale weeks including Clyde's Kickoff's Spirit Den, Homecoming Tailgate and Spirit Rally, and other ideas that may arise.

## **Miscellaneous duties (5% of the position)**

- Support the admissions process by providing excellent customer service to prospective students during peak times
- Develop and contribute to the overall College of Education social media and marketing efforts
- Submit event proposals and schedule planning meetings for every responsible event at least 1.5 months prior to your event date. This allows for appropriate planning and marketing.
- Work with the Assistant Dean to develop, design, and provide promotional materials for events.
- Compile all event-related documents to keep an accurate and up to date event folder for your events.
- 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.
- All other duties as assigned

## **Minimum Qualifications**

- Enrolled in the Student Affairs in Higher Education (SAHE) Master's program. Other Master's programs will be considered
- Involvement experience in clubs, organizations, and/or previous UCCS Student employment experience
- Event planning, coordination, and oversight experience in small and large scale events
- Excellent written and verbal communication skills
- Excellent interpersonal skills

## **Preferred Knowledge, Skills and Abilities**

- Must be solution focused, uphold a positive standard, and bring energy, creativity, organizational skills and a willingness to be a part of a team
- Actively seek new and innovative programs to host at UCCS
- Open to learning new technological skills

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- Ability to work irregular hours, including weekend, and serve as a member of the College of Education's Programming team
- Familiarity with and/or knowledgeable about Mountain Lion Connect (or similar programs) and its functionality
- Ability to network, communicate and partner effectively with other offices and departments
- Available for summer work including but not limited to: Summer retreat, office hours and special projects.
- 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
- 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

## **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/hour
- 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