

## **Graduate Assistant – Gateway Program Seminar Gateway Program Seminar**

### **Overview**

The Gateway Program Seminar (GPS) is an academic program designed to help students successfully adjust to university life. GPS serves as the foundation for the Compass Curriculum, the campus-wide general education program at UCCS. Through GPS, students are exposed to interdisciplinary curriculum taught by experienced faculty from across campus to establish meaningful connections, cultivate an inclusive community, and create a sense of belonging from their first year at UCCS and beyond.

The Gateway Program Seminar Graduate Assistance (GPS GA) is a dynamic position, providing professional development and hands-on experience in the areas of leadership, supervision, student staff training and development, and event coordination. This assistantship will primarily be responsible for directly overseeing the management and development of the GPS Peer Leader Program, a 70 + cohort of student employees which ranges from recruitment, hiring, supervision, evaluation, and termination. The Peer leader program works within the Gateway Program Seminar to examine the complementary processes of teaching and learning from both a theoretical and pragmatic perspective. The GPS GA will guide Peer Leaders through their development as they learn to engage, listen, and assist first-year students in a mature and professional manner relating to their adjustment to UCCS and academic success. The GPS GA will work with faculty to assign Peer Leaders to specific courses to contribute to the instruction of their designated Gateway Program Seminar class.

This position is also responsible for overseeing, designing, and coordinating all digital marketing, website, and social media efforts as it relates the Gateway Program Seminar.

### **Supervision Received**

This position reports to the Associate Director of the Gateway Program Seminar. 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.

### **Primary Responsibilities**

#### **Peer Leader Program**

- Assist with the recruitment, selection, supervision, training, and evaluation of the student staff within GPS Peer Leader Program
- Develop recruitment materials, such as: program posters for the Peer Leader Program, online materials, virtual sessions; as well as attend recruiting event such as student employment fairs
- Meet one-on-one with peer leaders at least twice throughout the semester
- Provide guidance and supervision to Peer Leaders on classroom engagement and activities
- Maintain relationships and collaborations with various departments and leadership, both on campus and in the Colorado Springs Community
- Perform other duties as identified with supervisor to enhance professional development and/or support the success of program areas/department.

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### **Digital Marketing and Media**

- Work to increase GPS social media presence through the design and coordinate all digital marketing efforts
- Work directly with GPS Leadership to develop and implement new and unique advertising methods to increase student interest in GPS programming and campus events.
- Keep GPS website up to date, showing skill and attention to design and formatting.
- Act as a formatting Webmaster, implementing changes in a timely and efficient manner.
- Plan, create, and execute website improvements to the UCCS GPS Website.
- Manage the creation of GPS' communication assets including year-end social media reports, course description manuals, and other documents as needed

### **Minimum Qualifications**

- Bachelor's degree from accredited college or university is required
- Must be enrolled in graduate program at UCCS
- 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/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.
- 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
- 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, writing, and spelling skills
- Experience using Microsoft Office, Adobe Suite products (InDesign, Photoshop, etc.) and other artwork design software
- Experience in Drupal Web platform and able to quickly learn updates.

### **Compensation**

Compensation for this position is comprised of the following:

- Position will begin July 1<sup>st</sup>, 2022.
- This position receives \$17.00/per hour
- Compensation for this position does not include benefits, and may not work, on average, more than 25 hours a week. The GPS GA may not hold any other paid employment on any University of Colorado campus, including UCCS. Additional off-campus employment must receive prior approval.

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### **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.

### **How to Apply**

Please submit a cover letter explaining your interest in the position, a detailed resume listing your experiences, and three references to Sarah Long, ([slong4@uccs.edu](mailto:slong4@uccs.edu)), Associate Director, Gateway Program Seminar

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1420 Austin Bluffs Pkwy • Colorado Springs, CO 80918  
t 719-255-4099 • [slong4@uccs.edu](mailto:slong4@uccs.edu) • [gps.uccs.edu](http://gps.uccs.edu)