



Graduate Assistant for Student Engagement: Student Organizations and Activities
University of Colorado, Colorado Springs

Nature of Work

The Department of Student Life works to enhance the educational experience of all students by facilitating personal growth and leadership opportunities outside of the classroom. The department's five focus areas outlined in its strategic plan are as follows: *Student Growth and Development, Diversity and Inclusiveness, Assessment, Branding and Marketing, and Resources*. As part of the Student Success Division, the department houses the following areas of student life: Clubs and Organizations, Leadership programs, Student Government Association, Student Media, Student Activities, Community Service, MOSAIC and LGBT Resource Center, and Fraternity and Sorority Life.

Description

Under the direction of the Coordinator of Student Clubs, Organizations, and Programming and the Coordinator of Student Activities, this position is responsible for assisting in the oversight and implementation of programming related to student clubs and organizations and weekend programming for the Student Life Office. The Graduate Assistant for Student Engagement: Student Organization and Activities position is required to work with the Event Assistants and all other Graduate Assistants of Student Engagement to host programs over the weekend for students living on-campus. Additionally, this position is responsible for advising and supporting all student organizations on campus. The goal of this position is to help create a vibrant residential community. The program series this position will manage is called "Roaring Weekends." This position serves as a para-professional staff member for the department and is required to work 25 hours a week as well as significant evening and weekend hours.

This position works directly with the Residence Life and Housing staff including, but not limited to Hall Managers, Resident Assistants, Residential Experience Coordinator, the Graduate Assistant for Residence Life, Graduate Assistants of the University Center, and the Assistant Director of the University Center.

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
- Assessment, Evaluation and Research

Supervision Received

This position reports to the Coordinator of Student Clubs, Organizations, and Programming and the Coordinator of Student Activities. The Coordinator of Student Clubs, Organizations, and Programming will oversee all Clubs and Organizations aspects of this position and the Coordinator of Student Activities will oversee all weekend programming aspects of this position.



Additionally, this position will be evaluated bi-annually, typically at the conclusion of each semester, to determine the quality and effectiveness of the work accomplished.

Student Life Expectations:

All employees are expected to and required to serve as a fully trained, well-rounded member of the Student Life Team. Meaning, all employees are expected to be willing and able to work at any Student Life event regardless of the event's theme, target audience, time, etc. While Graduate Assistants have specializations, it is expected that they serve as a member of the larger team and are well versed in every area of Student Life. Additionally, Graduate Assistants will be expected to work during spring, winter, and summer break and must be available to work winter and summer New Student Orientation sessions. Time off requests must be approved by your supervisor and may not fall on major programmatic weeks (I.e. Clyde's Kickoff Week, DisOrientation Week, Homecoming, etc.). Students who choose to pursue a graduate assistant position during their enrollment at UCCS are expected to prioritize the position as part of the programmatic learning experience. Graduate assistants must discuss and obtain approval from their position supervisor prior to making time-intensive commitments outside of academics and the graduate assistant position (including the practicum). Finally, it is expected that graduate assistants follow attire guidelines to include but not limited to polos, nametags, etc. Failure to comply with the aforementioned conditions may result in reassessment of your graduate assistant role.

Position Responsibilities

Student Clubs and Organizations: *The Graduate Assistant for Student Engagement: Student Organizations and Activities will facilitate the Student Organization experience through a variety of community operations including, but not limited to:*

- Plan and facilitate Club Orientation for club officers at the beginning of each registration period.
- Attend weekly Budget Advisory Committee Meetings held by Student Government Association and assist clubs with navigating the SGA Funding Process.
- Work with the Student Activities Specialist to manage student organizations SGA funding requests on Mountain Lion Connect.
- Assist the Coordinator of Student Clubs, Organizations, and Programming in accessing club financial information when necessary.
- Hold informational meetings with students who are interested in starting a new club on campus.
- Attend club meetings regularly to inform students of resources available through the Student Life Office and to promote programming.
- Assist the Coordinator of Student Clubs, Organizations, and Programming in facilitating Club Travel Trainings and reviewing travel applications and materials.
- Assist the Coordinator of Student Clubs, Organizations, and Programming in designing and executing at least two semesterly club training courses for club leaders

Weekend Programming: *The Graduate Assistant for Student Engagement: Student Organizations and Activities will design and implement events held for residential students on weekends. Aspects of this will include:*



- Actively create, develop, plan, and host all programs for the Roaring Weekends programming series to be held in the residential villages.
- Develop a weekly e-mail that is sent out to all residential students advertising Roaring Weekend events and other programs.
- Lead all planning sessions with the Student Life Event Assistants to develop ideas for mapping out and planning the weekend programs schedule.
- Host monthly meetings with Resident Assistants and/or Hall Managers in order to plan out all weekend programs and invite other resident assistants to help plan programs.
- Continually research weekend programs from other universities and propose one new idea per month.
- Work with student marketing assistant on developing marketing for all weekend programs
- Work collaboratively with Residence Life and house on planning all weekend events that occur in the residential villages.
- Manage logistics and serve on the National Academic Quiz Tournament (NAQT) planning team.
- Support all large-scale events held on weekends (West Lawn, Berger Hall, Gallogly Event Center events).

Collaborative Programming: *The Graduate Assistant for Student Engagement: Student Organizations and Activities will collaborate and assist in planning of the following types of programs:*

- During specific weeks and initiatives planned by Student Life (Commuter Week, Halloween Week), work with the appropriate Coordinator to incorporate and/or plan a weekend program.
- As necessary, work with other departments to advertise weekend programs they may be hosting. Partnerships include Rec/Wellness Center Programming, Athletics, large-scale student organization planning, and MOSAIC.
- Coordinate with other Graduate Assistants on programming efforts within the UC to promote increased engagement within the building for specific student populations.

Miscellaneous Duties:

- Collaborate on weekend programs and initiatives with the other Graduate Assistants for Student Engagement
- Submit event proposals and schedule BOUNCE meetings for every responsible event.
- Work with the Marketing Coordinator to develop, design, and provide promotional materials for events.
- Responsible for ensuring marketing for all weekend programs is assembled and distributed in a timely manner.
- Compile all event-related documents to keep an accurate and up to date event folder for your events and prepare a written evaluation to be submitted with your event folder within 10 days of each event.
- Contribute, attend, and actively participate in meetings, training, retreats and other related functions.



- Set and maintain office/functional hours as agreed upon by the Coordinator of Student Activities and Coordinator of Student Clubs, Organizations, and Programming.
- Work a minimum of six (6) hours of office hours at the Student Life Front Desk or related information/front desk.
- Return inquiries and/or requests via phone, email, or Microsoft Teams messages within 24 hours.

Qualifications:

- Bachelor's degree from an accredited college or university
- Maintain full-time enrollment in graduate program at UCCS
- Maintain a 3.0 in higher GPA, cumulative and semester
- Demonstrated experience in advising students in clubs and organizations operations
- Event planning, coordination, and oversight experience in small- and large-scale events
- Energy, creativity, individual focus, leadership/team development

Preferred Knowledge, Skills, and Abilities

- Enrolled in the Student Affairs in Higher Education (SAHE) Master's Program
- Demonstrated experience working with college students and university administrators
- Experience working with a campus engagement platform (preferably CampusLabs and Engage)
- 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
- Ability to network, communicate and partner effectively with other offices and departments

Compensation:

- Position will begin July 1, 2022 (Start date is negotiable to earlier or later)
- This position receives \$17.00 an hour and will be paid on a bi-weekly basis
- Position may receive funding for local/regional/national conference registration fees to support professional development, based on yearly budget projections
- Compensation for this position does not include benefits, and the GA may not work, on average, more than 25 hours a week. The GA may not hold any other paid employment on any University of Colorado campus, including UCCS. Special permission must be obtained for non-UCCS employment and is not guaranteed.

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 two references to Mallory Tuhkanen (mtuhkane@uccs.edu), Coordinator of Student Clubs, Organizations, and Programming.



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