



College of Education  
Leadership, Research,  
& Foundations

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

**Position:** Department of Leadership, Research, and Foundations/Student Affairs in Higher Education Program GA

**Supervisors:** Dr. Patty Witkowsky/Dr. Sylvia Mendez

**Duration:**

Fall 2020-Spring 2022 (begin the week before each semester begins and a week after each semester ends)

**Pay:**

- \$15 per hour @ 15 hours per week (Earnings will max at \$8,000 for each academic year)
- \$8,000 tuition benefit (dispersed as \$4,000 per Fall and Spring semester)

**Schedule:**

Part-time employment involving 15 hours of work per week. Work schedule will vary depending on Department/Program needs, thus flexibility is needed. The majority of the work will be completed outside of a traditional office setting.

**Job Description:**

1. Act as a representative of the Leadership, Research, and Foundations programs to students, alumni, faculty, staff, and community.
2. Serve as student liaison to prospective students. Respond to inquiries about the programs from the student perspective.
3. Assist the Department Program Coordinators in student recruitment by publicizing the program in print, social media, and the web.
4. Develop quarterly e-newsletters in collaboration with the Department Program Coordinators.
5. Maintain the Department website updates.
6. Coordinate educational and social events for Department students and alumni. Coordinate all preparation, communication, logistical needs, RSVP tracking, and staffing of events.
7. Coordinate Student Affairs in Higher Education and Principal License mock interview events.
8. Coordinate annual graduation celebration and awards process.
9. Assist with faculty course preparation as needed (research, copying, tech set up, etc.)
10. Other duties as assigned.

**Skills and Experience:**

1. General clerical and office skills, including social media.
2. Graphic design experience.
3. Attention to detail.
4. Strong oral and written communication skills.
5. Research skills and/or interest in developing research skills.
6. Excellent interpersonal skills.
7. Ability to work independently.
8. Prefer a Leadership, Research, and Foundations graduate student.

**To Apply:**

Complete the common GA application.

*Additional materials:* Please submit an example of a graphic/flyer that you have made using any kind of design program (e.g., Canva, Adobe Spark, etc.)