



Pre-Collegiate Summer Academic Institute (SAI) Graduate Assistant

Overview

The Pre-Collegiate SAI Graduate Assistant (GA) will support Pre-Collegiate Scholars during their June/July participation in the 2022 Summer Academic Institute (SAI) and assist with outreach, recruitment and post-event evaluation/wrap up. This GA will assist with logistics, orientations for students and families to prepare them for summer, assist in designing career pathway exploration activities and a virtual conference, and oversee a 2-night UCCS campus stay for up to 30 rising high school seniors. GA will also support 3-4 dual enrollment courses being held during SAI. After SAI, the GA will provide evaluation data and closure of all program aspects.

This GA can expect to start on April 4, 2022 and complete the placement by July 15, 2022. The GA can expect to work 10-15 hours per week in the Spring semester, up to 40 hours per week during the entire month of June and 10-15 hours per week for approximately 2 weeks in July. This position works collaboratively with Pre-Collegiate Leadership, and reports to the Pre-Collegiate Support and Success Center Assistant Director. The GA is expected to work in-person, though there may be opportunities for remote work during planning components of the Summer Academic Institute.

Specific Duties

- Support Pre-Collegiate Summer Academic Institute recruitment efforts by organizing and co-facilitating a Summer Academic Institute Student and Family Orientation where summer plans are presented, and students/families are encouraged to commit to attend.
- Ensure logistics for the pre-planned SAI are carried out by taking care of reservations, communications, coordination, staffing schedules, registration, and evaluation components.
- In collaboration with the Pre-Collegiate team, help plan and coordinate Pre-Collegiate pathway exploration activities.
- In collaboration with the Pre-Collegiate team, assist with the design and implementation of a virtual conference for 9th to 12th grade students that includes presentations on topics that align with program objectives.
- Oversee a 2-night UCCS campus stay for up to 30 rising high school seniors with support from 4 student employees, and Pre-Collegiate professional staff. This includes arranging for 24-hour supervision of youth during their stay, coordinating safety plans and ensuring that students have opportunities to engage in and out of school learning.
- Support Pre-Collegiate efforts to collect and evaluate data leading to program improvement and meeting student needs and interests and program goals.
- Support Pre-Collegiate efforts to prepare outreach and recruitment pieces for the fall of 2022.

Requirements

- Graduate student currently enrolled at UCCS.
- Experience with or strong interest in working with diverse high school and college students, especially first generation and/or military connected students.

- Must be available and eligible to work the entire month of June as a student employee at UCCS (including at least one Saturday in June)
- Strong interest in planning and carrying out events for high school students and families.

Preferred Qualifications

- Availability to work in the spring leading up to July.
- Excellent public speaking and communication skills OR the desire to learn quickly.
- Awareness of safety issues involved in working with youth.
- High-level attention to detail and the ability to multi-task.
- Ability to work in a team environment, and independently when necessary.
- A “get it done” mentality where GA is fearless and respectful in communicating with and pursuing needed resources and entities to carry out programming.
- Ability to work occasional evenings and weekends in the Spring semester.
- Ability to prioritize and re-prioritize tasks as needed.
- Proficiency in Microsoft Office, including Teams, Excel, Outlook, PowerPoint, and Word.
- Open to constructive feedback and continual learning.
- Valid Driver’s License.
- Ability to provide a minimum of two references from faculty or former supervisors.
- Must be able to pass a UCCS background check for working with and transporting minors.

Compensation Rate: \$15.00/hour

This position is eligible for sick leave under the Colorado Healthy Families & Workplaces Act

The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.

UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs.

How to Apply

- Send a current resume and cover letter to Anthony Trujillo at anthony.trujillo@uccs.edu
- Be prepared to provide 2-3 references, upon request.