GRADUATE ASSISTANTSHIPS FOR 2015-2016

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Graduate Assistantship of Residence Life
The purpose of this assistantship is to support the Engaged Scholarship strategic goals of the center. These goals relate to the academic affairs programs of the center including community engaged teaching and research. The assistantship responsibilities include (but are not limited to):

1. Manage the Community Engaged Learning Liaison (CEL-TA) program. This program trains and supports more than 40 undergraduate students each year who are placed as TAs for CEL designated courses. The purpose of this program is to ensure that the CEL-TAs are well versed in the key components of community engaged learning pedagogy and prepared to support the enrolled students as they work with varied members of the community. The graduate assistant (GA) will revise training curriculum and will conduct approximately 4 training sessions and 2 support sessions per semester. In addition, the GA will edit and supplement the Canvas page developed to support the CEL-TAs.

2. Facilitate the Faculty Learning Community – the Bennion Center Faculty Fellows. The GA will assist with recruiting, planning, and conducting the meetings for this faculty development program. Tasks will include outreach to department faculty and coordination with the Center for Teaching and Learning Excellence. In addition the GA will coordinate meeting logistics and help plan the meeting agendas.

3. Collect evaluation data for the Community Engaged Learning courses from faculty and community partners. This data collection effort is a vital task for the university because it helps us understand the impact of CEL courses on students, faculty, and community partners.

4. Provide support to other CE committees including the Community Engagement Task Force and the Community Engaged Learning course designation committee.
Career Services

The graduate assistant with Career Services will be exposed to a broad range of student affairs issues and topics and their application within a full-service career center. This person will gain hands-on experience in student advising and programming in the following areas: student career development, self-assessment, career fair planning and implementation, varied internal projects and assignments (e.g. marketing and promotions, web-site development, program assessment), student outreach to include presentations and representation of Career Services at campus events.

The graduate assistant’s primary responsibility will be to work in an advising role with students seeking career and job search related assistance. In this role the graduate assistant will work under the direction of a professional career counselor with on-going training provided on topics of self-assessment, resume and interview preparation, Career Library resources, employer and industry research. Particular attention will also be given to providing career advising and programming for undecided students. In addition to the graduate assistant’s primary advising role, they will also be directly involved with planning our annual career fairs and graduate school expo and with new and on-going assessment projects conducted by the office.

This is an outstanding opportunity to apply theoretical knowledge and learning in student development, programming, and assessment. An interest in career services and student development is preferred. For more information on Career Services and graduate assistantship opportunities there contact Kathy Leslie at kleslie@sa.utah.edu or go to http://careers.utah.edu
Center for New Student & Family Programs

The Center for New Student & Family Programs strives to connect each new University of Utah student and their family to personalized support and meaningful opportunities by promoting academic excellence and successful transitions. To support these efforts, the Center for New Student & Family Programs has three Graduate Assistant positions that work with First-Year Programs, Parent & Family Programs, Extended Orientation Programs, New Student Orientations, and Transfer Student Programs. The positions provide graduate students interested in the field of higher education with a practical setting to apply the theories and knowledge they learn in the classroom.

Graduate Assistant for Orientation and Transfer Student Programs
Starting Date: August 10, 2015

This position is expected to work the summer between the first and second year of the assistantship.

1. Develops Transfer Student Programs, including Transfer Tuesdays.
2. Co-Adviser of Tau Sigma National Honor Society for Transfer Students and coordinates eligibility process.
3. Supports and promotes Tau Sigma and their events.
4. Responsible for development and publication of monthly Transfer Connections newsletter.
5. Aids in the development of transfer student initiatives.
6. Assists in the planning and implementation of New Student Orientation and Parent and Family Orientation programs.
7. Assists in the recruitment, management, and training of Orientation Leaders.
8. Assists in all assessment for areas of responsibility.
9. Assists in preparation and instruction of Leadership 3960, which is a leadership class specific to Orientation Leaders.
10. Aids and supports other programs and staff in the office.
11. Creates marketing specific to area.
12. Other duties as assigned.
Dean of Students Office -- Fraternity and Sorority Life

Overview:
The Dean of Students Office is responsible for student conduct administration (i.e. adjudicating student code violations), student advocacy (i.e. assisting students in and through crisis situations), and student advising for campus organizations like ASUU (student government), Fraternities and Sororities, Mortar Board, Phi Kappa Phi and Phi Beta Kappa. To support the Dean of Students Office, the Graduate Assistant will serve in each of the following three capacities: 1) assist with the advising and supervision of fraternities and sororities; and 2) assist with daily efforts of office personnel.

The Graduate Assistant will report to the Assistant Dean of Students for Fraternity and Sorority Life. Currently the University of Utah is home to nineteen inter/nationally recognized Greek-Letter fraternities and sororities with approximately 1500 student members. With the support of student leaders who serve in leadership positions on Greek Council and the Multicultural Greek Council, the community hosts an annual Greek Leadership Summit, men’s and women’s recruitment events, multiple educational programs, and a variety of other events and initiatives throughout the year.

The Graduate Assistant who is selected to serve the Dean of Students Office and Fraternity and Sorority Life will have the unique opportunity to serve the campus community in a variety of roles, while becoming familiar with campus life from various perspectives. Consequently, this Graduate Assistant can expect to acquire a unique and impressive skill set that will prepare an aspiring student affairs professional for a variety of student affairs positions.

Position Responsibilities:
The Graduate Assistant for the Dean of Students Office and Fraternity and Sorority Life will work an average of 20 hours per week in the office. The majority of his/her time will be spent on Fraternity and Sorority Life projects and initiatives, leadership and student development; a small portion of time will be spent on providing office support. Specific responsibilities will include, but may not be limited to, the following:

A. Fraternity and Sorority Life Projects and Initiatives (50%):
   - Serve as an event planning advisor for the major Greek Council activities
   - Support the Assistant Dean of Students in developing and executing Fraternity and Sorority Life fundraising efforts with alumni
   - Help plan and execute the annual Greek Leadership Summit
   - Help plan, develop and execute ongoing continuing education and member development initiatives.
   - Support Greek Council recruitment efforts each semester
   - Develop outreach programs, in cooperation with public relations chairs, to educate university community about Fraternity and Sorority Life

B. Student Group Advising (40%)
   - Serve as a support advisor for Fraternity and Sorority Life

C. Administrative Support (10%):
- Assist in daily office coverage and telephone support for Dean of Students Office and Greek Council
- Respond to emails and requests sent to Greek Council email

**Minimum Qualifications:**
- Bachelors Degree required
- Documented enrollment in current graduate program at University of Utah
- 2-3 years experience in student leadership positions
- Excellent leadership, administrative, interpersonal and communication skills.
- Working knowledge of computer word processing, use of data base systems, and implementation of technology as a communication tool preferred.
- Familiarity with fraternities and sororities, and a willingness to work some evenings and weekends is strongly desirable.

**Questions, Concerns, and Applications:**
For more information about this assistantship, please contact:

Nick Robbins  
Assistant Dean of Students  
801-581-8061  
nrobbins@sa.utah.edu
Dean of Students Office -- Student Leadership and Involvement

Overview:
The Office of the Dean of Students is responsible for student conduct administration (i.e. adjudicating student code violations), student advocacy (i.e. assisting students in and through crisis situations), and student leadership development. The Graduate Assistant will assist with the development of student leadership and involvement initiatives. The Graduate Assistant will report to the Director of Student Leadership and Involvement. This position will provide those interested in the field of higher education with a practical setting to apply the theories and knowledge that they are learning through coursework.

Position Responsibilities:
The Graduate Assistant will work an average of 20 hours per week in the office. Some evening and weekend hours may be required for special events. The majority of time will be spent on projects and initiatives involving leadership and involvement; a small portion of time will be spent on providing office support. Specific responsibilities will include, but may not be limited to the following:
- Aids in recruitment, selection, and supervision of Undergraduate Leadership Interns
- Assists with the coordination of all leadership conferences, workshops, and development programs
- Develops and distributes quarterly leadership newsletter
- Coordinates leadership awards and plans annual leadership awards banquet
- Ensures the Leadership bulletin board is updated monthly
- Assists in all assessment efforts
- Creates marketing specific to area
- Development and management of the Leadership Digest and Database

Minimum Qualifications:
- Bachelor’s Degree required
- Documented enrollment in current graduate program at University of Utah
- Excellent leadership, administrative, interpersonal and communication skills
- 2-3 years of experience in student leadership positions and programming
- Working knowledge of computer word processing, use of data base systems, and implementation of technology as a communication tool preferred
Lesbian Gay Bisexual Transgender Resource Center

Job Summary
The primary role of the Graduate Assistant for the Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) is to support the department’s educational and social programs; gain practical, hands-on experience working with LGBTQIA* and allied students; and collaborate with diverse populations of students, faculty, staff, alumni, and community members. This position works directly with the director, executive secretary, and student staff on LGBTQIA* programs and events to increase student involvement and to enhance students’ collegiate experience by supporting the initiatives of the LGBT RC and creating a more inclusive campus environment.

Duties and Responsibilities
The Graduate Assistant reports directly to the Director of the LGBT RC and works 20 hours per week, including occasional evening and weekend hours. This two-year appointment runs from August 2014- May 2015 / August 2015-May 2016.

The types of opportunities for a ELP graduate assistant will be determined by the director based on the needs of the LGBT RC and will include, but are not limited to the following:

Program Coordination
- Coordinate mentor/mentee program as well as admissions appeal mentorship program
- Safe Zone -- planning, scheduling, and teaching LGBTQIA* education sessions
- Speakers Bureau -- scheduling and facilitating Q&A sessions and students to participate in them
- Volunteer program -- scheduling, training, tracking student office volunteers
- Assist in the planning and implementation of LGBT RC events including Pride Week, LGBTQIA* New/Returning Student Welcome, National Day of Silence/Allies Week, and Lavender Graduation
- Represent the Office at various events and outreach activities both on and off campus
- Co-advise one or more LGBTQIA* related student organizations

Assist in joint staff responsibilities
- Planning and facilitating events coordinated by others
- Office supervision, contribute to an atmosphere of accountability in the center
- Front desk duties including welcoming students into the center, asking them to sign in, monitoring printing, collecting donations, answering phones and questions, etc.
- Maintain databases of people, photos and offices/departments
- Organize and maintain the library
- Engage in open communication to create a friendly work environment
- Attend and participate in weekly staff meetings that include rotating minutes and facilitation between staff
- Attend and participate in biweekly supervision meetings with the director of the LGBT RC
- Other duties as assigned
- Other opportunities as they arise

Requirements:
Working toward a Masters in Educational Leadership and Policy, commitment to social justice and a working knowledge of Microsoft Office, Internet Explorer or Firefox, and navigation of the University website, preferred. Public speaking experience as well as experience in a work setting that required flexibility and spontaneity. Questions: Contact Kai Martinez, Director at kmartinez@sa.utah.edu
TRIO Programs

TRIO is a set of federally-funded college opportunity programs that motivate and support students from disadvantaged backgrounds in their pursuit of higher education. The University of Utah has been awarded grants for two TRIO projects: Student Support Services (SSS) and Upward Bound (UB).

Student Support Services is a program for college students who need academic assistance and other services to be successful at the University. The project provides advising, instruction, and tutoring for 225 eligible students.

Upward Bound is a college preparation program for high school students who are from low income families or who are potential first generation college students. Services provided include: Academic and Career Counseling, Tutoring, College Tours, College Scholarship and Financial Aid Workshops, Career Exploration Opportunities’ Cultural Enrichment Activities, ACT Preparation Workshops, Community Service Opportunities, and an Intensive 6 Week Summer Academic Enrichment Program. The project is funded to serve 92 students from five Salt Lake-area high schools.

The graduate assistant placed with TRIO will have an opportunity to engage in the range of services offered by SSS and UB. This is an excellent opportunity to acquire skills and gain experience in the areas of: Data-driven decision making; Evaluation methodology and techniques; Individual and group advising skills; Networking; Federal, university and/or district regulations related to administration of programs; Process of grant compliance, administration and budgeting for federally-funded programs; Program development and implementation based on student academic need, project objectives and current access and retention research; Student tracking based on federal requirements and project objectives; Presentation skills and techniques; and Parental involvement.

Graduate Assistant duties:

1) Assist UB advisors in recruiting, advising, and tutoring assigned UB target high schools.
2) Assist SSS advisors with initial intake process, including eligibility and needs assessment.
3) Assist Director with overseeing the SSS Mentor Program.
4) Assist with presentation of workshops on admissions process, financial literacy, scholarships and other college related information to students and parents.
5) Coordinate outreach efforts with university offices, programs and departments to enhance programming offered to UB students.
6) Assist Director with student evaluation (qualitative and quantitative) of both SSS and UB program satisfaction and effectiveness.

For more information contact:
Kyle Ethelbah
Director, TRIO Programs
801-581-7188
A. Ray Olpin Union
Two (2) positions available

The A. Ray Olpin Union is the community center of campus that complements the academic mission of the University. The Union cultivates an environment that serves students by providing social, cultural, leadership and co-curricular opportunities. The Union values diversity and promotes a safe and welcoming atmosphere where students are inspired to realize their potential.

It is with our mission statement in mind that we have created graduate assistantships that will provide experiences and opportunities which expose the student to real life work experience toward their career goals within Student Affairs. The areas we focus on in the Union are as follows:

1) **Fund Raising and Development** – This position interacts with all three Union Directors and focuses on creating opportunities to bring in funds for leadership scholarships, the Union Art Gallery, sustainability and other opportunities for the Union. It includes grant writing and research, interaction with the web development committee, and possible outreach through newsletters. The graduate student will assist in development of a database to be used for outreach and education about the Union and its role in the university community.

2) **Reservations/Facilities** - The Union has approximately 21 rooms, including a large Grand Ballroom, a theatre and the Union Patio and free speech areas for outdoor events. We serve the entire University population as well as outside organizations. The graduate student would work closely with the reservations coordinator and act as a liaison with student clubs and organizations as they plan and execute their events. You will also become familiar with the Union and its inner workings.

3) **Programming** – This assistantship allows the graduate student to co-advise the Union Programming Council student leaders as they learn to program events within the Union. These events range from large scale programming for 4000+ students, to smaller, more focused activities that reach out to various student populations. The goal is to assist the student leaders in developing their planning and organizing skills, interpersonal development, managing an event budget, and recruitment and retention for the Union Programming Council.

4) **Operations** – The focus is to have exposure to all the day to day operations that make the building function. This includes understanding and assisting with development of the operational budget for the building, interaction and annual training of the student staff, as well as helping to increase traffic and programming in the Crimson Commons area. It has been expanded to include safety and evacuation procedures for all residents.

The Union typically has four graduate assistantships positions, but typically only has two openings each year.

If you have any questions, please feel free to call 801-585-0630 or email Brandon at bdalley@sa.utah.edu.
Veterans Support Center

The University of Utah’s Veterans Support Center has the primary responsibility of supporting the Veteran in the transition into the university and insuring successful completion of the student Veterans educational goals. Additionally the Center advocates for student Veterans on campus, coordinates the integration of Veteran specific requirements with the administration, and provides input to policy development at the University of Utah and state Veteran entities.

The Veterans Support Center Graduate Assistant will assist the Director of the Veterans Support Center with gathering and analyzing data regarding student Veterans’ demographics, performance, services, and benchmarks with other institutions. Moreover, the GA will be responsible for conducting research, including analysis and recommendations from the findings of the student Veterans surveys, interviews, student performance, and data to increase the effectiveness of existing support programs.
Under the direction of the Director of the Veterans Support Center, the GA will be trained to provide direct assistance to Veterans, active military students, and dependents providing updated information to students and departments, establishing and maintaining relationships with UoU departments and community agencies that serve Veterans, outreach with student Veterans and their family members, and involvement with the student Veterans organization.

The focus is on creating a receptive and welcoming environment conducive to successfully graduating Veterans from the University of Utah. Projects will focus on, but not be limited to:

- Female Veterans
- Graduation and Retention rate improvement
- Faculty and staff education
- Development of support programs (peer-to-peer counseling, tutoring, etc.)
- Quantifying student Veteran performance and development of metrics

Qualified applicants will meet the following criteria:

- Be a full-time graduate student at the University of Utah
- Pursuing a U of U degree in Education Leadership and Policy
- Be prepared to work no more or less than 20 hours per week
- Veteran of the US military desired but not required
- Excellent written and verbal communication skills
- Possess good organization skills.
- Able to work independently and as part of a team.
- Able to work with people from a variety of backgrounds.
- Experience working with MS Office programs.

Compensation will be computed at the standard University of Utah rate for graduate research assistants. Questions should be referred to Roger L. Perkins, Director, Veterans Support Center. (rperkins@sa.utah.edu or 801-587-7722)
Women’s Resource Center

The Women’s Resource Center (WRC) at the University of Utah provides educational and support services for women. The WRC facilitates empowerment through programs, counseling, and training grounded in feminist multicultural theories and practices. Our work embodies the complexity of women’s identities.

The graduate assistant placed with the Women’s Resource Center (WRC) will have an opportunity to engage in the range of services offered by the WRC.

The types of opportunities will include:

All aspects of programming throughout Fall and Spring Semester. Some programming is weekly and other programming will include one-time events that involve campus and community organizations. This includes Women’s Week, Pride Week, Go Girlz, etc., and any new programming for the academic year that will be initiated by the WRC.

The WRC staff is committed to social justice and often engages in campus/community social justice issues. Our graduate assistant, along with staff, will receive training and opportunities for dialogue facilitation. WRC student-staff play a significant role with social justice focused activities. Students also assist and co-facilitate in classroom and campus presentations regarding WRC services, power and privilege, violence against women initiatives and other opportunities to engage in meaningful dialogues and activities to help create a safe and knowledgeable campus community for all of our students.

Participation and lead mentor for U START, a 2-year cohort program designed to support first-generation and underserved students admitted through the 5% process.

Participation in all aspects of staffing the WRC office i.e., staffing our front desk, answering the telephone, greeting guests and a range of clerical duties is required for the GA.

Research projects for the Women’s Resource Center.

There are increased opportunities for 2nd year GA positions in terms of leadership and responsibility.

This is a great opportunity for anyone interested in working in an organization that operates from a feminist multicultural model and working with a variety of student populations and groups on and off campus. The graduate assistant would work with all staff members at the WRC.

For more information contact:
Debra Daniels
Director, Women’s Resource Center
801-581-8030 or ddaniels@sa.utah.edu
Overview:
The Undergraduate Career Management Center (UCMC) at the David Eccles School of Business provides career counseling to all undergraduate business students. Additionally, the UCMC assists local and national employers seeking to hire our students for internships and full time employment through on-campus recruiting. They work closely with the business school academic departments, mentoring programs and student clubs to develop comprehensive programming to prepare students to enter the workplace.

The Graduate Assistant will report to the UCMC Director and will collaborate on projects with all UCMC Staff and business school academic partners.

Position Responsibilities:
The Graduate Assistant will work an average of 20 hours per week in the office. Some evening and weekend hours may be required for employer recruiting events.

This position will provide interested students education in career theory, career assessments and job search strategies. They will gain hands on experience through career advising, student programming (workshops, Business Career Conference) and various office projects (program assessment, website design, marketing design).

Specific responsibilities will include, but may not be limited to the following:
- Advise business students with career exploration, resume writing, interview preparation and creation of LinkedIn profiles
- Coordinate Annual Business Career Conference
- Develop and conduct career preparation workshops and/or classroom presentations
- Create and distribute weekly student career newsletters
- Assist in all assessment efforts measuring student satisfaction, program effectiveness, and first destination outcomes
- Create and implement marketing strategies for UCMC and employer recruiting events
- Handle incoming employment/recruiting requests from employers
- Identify and outreach to targeted employers to identify internship and full time opportunities for our students.

Contact Information:

For more information regarding this opportunity, please contact: Melissa Kraft, UCMC Associate Director (melissa.kraft@business.utah.edu, 801-585-5037)
Assistant Residential Education Coordinator (AREC)

Overview and General Purpose:
The Assistant Residential Education Coordinator (AREC) position is a 12-month live-in, graduate assistant staff position within Housing & Residential Education and the Student Affairs Division at the University of Utah. The AREC reports to and assists the Residential Education Coordinator (REC) in providing leadership and coordination of a comprehensive student-focused program for a residential community of one to ten buildings housing 120 to 800 students. The AREC has direct supervision of a staff consisting of 7-12 Student Leaders. The AREC position is part of the crisis response team and serves on duty for the housing system.

The AREC is also responsible for coordinating and providing leadership with system-wide collateral processes, to include Student Leader selection, training, assessment, in-services, advising student groups (Residence Hall Association), diversity initiatives, liaison with other Student Affairs offices, etc.

Non-Discrimination and Disability Access-Housing & Residential Education and the University of Utah value interactions among individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, and racial/ethnic origins. We strongly encourage applications from candidates who will share and explore this value with the team and with our residents.

Primary Responsibilities:

Focus Area
- Be assigned to a focus area: First Year Experience, Apartments, Honors or Living Learning Communities.
- Collaborate with area partners to develop and implement community initiatives for residents and student leaders.

Supervision
- Serve as the direct supervisor to a staff of 7-12 Student Leaders.
- Develop a positive working relationship with staff.
- Assist Student Leaders in their personal growth and professional development.
- Conduct weekly staff meetings and individual one on ones with student leader staff to develop and review goals, discuss issues, recognize contributions, provide and solicit feedback.
- Present to student leaders during fall and spring trainings, as well as provide ongoing training throughout the academic year.
- Participate in the selection and orientation of student leader staff.
- Conduct formal and informal evaluations of staff.
- Manage programming budget for your assigned area.
• Assist, participate in and encourage students and staff in meeting expectations, including utilization of campus and departmental resources to help meet the needs of their community.
• Educate staff and students in respecting and understanding cultural differences through the utilization of campus resources and the attendance of social justice programming.

Administrative
• Maintain 25 work hours per week. Hours should be posted and consistently maintained each semester.
• Attend various meetings on a weekly/biweekly basis including, but not limited to:
  o Residential Education Staff Meeting
  o Residential Education Wednesday Development Lunch
  o Area Professional Staff meeting
  o Committee meetings
  o Weekly meeting with student staff
  o Weekly meeting with supervisor
• Utilize effective communication, planning, scheduling and organizational skills as they relate to job responsibilities.
• Assist the REC in supervising day-to-day operations of a residential area or a functional area community.
• Assist the REC in opening and closing the residence halls at the beginning and end of the academic year, and during periods of academic recess.
• Work cooperatively with the Central Office in matters related to hall maintenance, custodial, room assignments, roommate conflicts, verification of occupancy and hall/room damage issues.
• Integrate social justice into the development of programs, practices, policies, and processes.

Conduct Hearing Officer
• Serve as a conduct hearing officer by administering hearings, investigating alleged incidents, and determining outcomes in consultation with Residential Education Coordinator.
• Serve as a resource and referral agent for students and staff.
• Work to gain knowledge of the University of Utah conduct process.
• Interpret and enforce all Housing & Residential Education and University policies and regulations in a consistent and thorough manner.

Emergency Response/Duty
• Participate in a 24/7 on-call duty rotation that responds to all Housing & Residential Education facilities, including both academic and break periods.
• Adhere to departmental protocol to respond to crisis or emergency situations which includes providing guidance to student leader staff and students.
• Provide appropriate post-crisis referrals and follow-up with students and staff.
• Communicate with REC on call to disseminate incident details and follow up with appropriate documentation.
Advising Skills

- Advise one Residence Halls Association (RHA) Committee (Programming, Social Justice, Honors, Marketing, Student Leader Council, First Year, and Sustainability) or National Residence Hall Honorary for at least one year.
- Assist RHA in planning and implementing educational, cultural and social activities.
- Demonstrate support by attending RHA Events.
- Attend RHA retreat and/or training in the fall.
- Attend RHA Advisor meetings.

Professional Development

- Participate in professional development opportunities sponsored by Housing & Residential Education, the University of Utah, and the Department of Student Affairs including Utah NASPA, Student Affairs Diversity Seminar Series, and annual retreat.
- Utilize professional development funds to attend conferences, purchase books and other professional development aids in accordance with a completed professional development plan. Conferences could include regional and national conference attendance.
- Serve as a member of at least two committees such as student leader training & selection, Residential Education selection, Student Affairs outreach with departments, and /or work groups.
- Facilitate the development, implementation, and evaluation of policies/procedures through involvement at both area and system-wide levels.
- Maintain knowledge and educate self in areas of diversity/social justice.

Availability:

- The AREC is a part time, 25 hours per week position live-in staff member.
- The AREC will maintain regular office hours.
- The AREC is required to be present in the Heritage Commons complex during scheduled duty shifts.
- The AREC will be required to be available during a portion of break periods to assist with closing procedures and duty responsibilities.
- Essential Personnel-This position is considered to be an essential personnel position for the department and as such, must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the University.

Qualifications:

- Bachelor's degree.
- Must be enrolled in the University of Utah Master's or Ed.D/Ph.D. level program for Educational Leadership and Policy.
- Must have at least one-year previous experience in student housing management, programming, student activities, or related fields.
- Demonstrated commitment to fostering engagement among students and staff on issues of diversity and social justice.
• Ability to establish and maintain effective and collaborative supervisory and collegial working relationships.
• Ability to multi-task and remain organized in a high energy, fast paced department.
• Must have experience relating to, recognizing, documenting and addressing student behavior.
• Must have experience with training/programming for others.
• Demonstrated effective communication abilities both verbal and written.
• Previous supervision experience is preferred but not expected.

Compensation:

• A furnished one or two-bedroom apartment which includes all utilities, internet, local phone, and cable television.
• Annual Salary estimated at $18,800.
• Partial cell phone compensation.
• Partial moving expense coverage.
• $1,200 in professional development funds.
• Full tuition waiver.
• Meal plan when in session.
• Choice to enroll in student health insurance plan.

At the University of Utah, we believe that our staff should feel at home while living on campus. In reflecting this philosophy, our department adheres to an inclusive partner policy, which allows for partners, family, roommates, etc., to live with staff if they so choose. We also allow pets (cats, dogs, fish, birds, etc.) as per Housing & Residential Education pet policy.

Hiring is based on the successful completion of a background check.

University of Utah Nondiscrimination and Disability Access Statement
The University of Utah is fully committed to affirmative action and to its policies of nondiscrimination and equal opportunity in all programs, activities, and employment with regard to race, color, national origin, sex, age, status as a person with a disability, religion, sexual orientation, and status as a veteran or disabled veteran. The University seeks to provide equal access to its programs, services and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the University’s Title IX/ADA/Section 504 Coordinator: Director, Office of Equal Opportunity and Affirmative Action, 201 S Presidents Cr., Rm 135, Salt Lake City, UT 84112. (801) 581-8365 (V/TDD). Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.

More information about how to apply for this position can be found at: www.housing.utah.edu/life/employment

Questions regarding this assistantship should be directed to:
Rachel Aho, Assistant Director for Residential Education
raho@housing.utah.edu 801-587-0860
Graduate Coordinator of Educational Initiatives (Anticipated)

Overview and General Purpose:
The Graduate Coordinator of Educational Initiatives position is a 12-month live-on, graduate assistant staff position within Housing & Residential Education and the Student Affairs Division at the University of Utah. This position reports to and assists the Coordinator for Campus Engagement in providing leadership and coordination of comprehensive student-engaged programming for all 2700 residents living on campus. Particular focus of this programming is on late night and weekend events. The Graduate Coordinator of Educational Initiatives has direct supervision of a Programming Assistant staff consisting of 5 Student Leaders. The Graduate Coordinator of Educational Initiatives position is part of the crisis response team and serves on duty for the housing system.

The Graduate Coordinator of Educational Initiatives is also responsible for coordinating and providing leadership with system-wide collateral processes, to include Student Leader selection, training, assessment, in-services, advising student groups (Residence Hall Association), diversity initiatives, liaison with other Student Affairs offices, etc.

Non-Discrimination and Disability Access—Housing & Residential Education and the University of Utah value interactions among individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, and racial/ethnic origins. We strongly encourage applications from candidates who will share and explore this value with the team and with our residents.

Availability:

- The Graduate Coordinator of Educational Initiatives is a part time, 25 hours per week position live-on staff member. Hours worked include some nights and weekends.
- The Graduate Coordinator of Educational Initiatives will be required to be available during a portion of break periods to assist with closing procedures and duty responsibilities.
- Essential Personnel—This position is considered to be an essential personnel position for the department and as such, must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the University.

Qualifications:

- Bachelor's degree.
- Must be enrolled in the University of Utah Master's or Ed.D/Ph.D. level program for Educational Leadership and Policy.
- Must have at least one-year previous experience in student housing management, programming, student activities, or related fields.
- Demonstrated commitment to fostering engagement among students and staff on issues of diversity and social justice.
- Demonstrated effective communication abilities both verbal and written.
• Ability to multi-task and remain organized in a high energy, fast paced department.
• Previous supervision and/or advising experience is preferred but not expected.

Compensation:
• A furnished one or two-bedroom apartment which includes all utilities, internet, local phone, and cable television.
• Annual Salary estimated at $18,800
• Partial cell phone compensation.
• Partial moving expense coverage.
• $1,200 in professional development funds.
• Full tuition waiver.
• Meal plan when in session.
• Choice to enroll in student health insurance plan.

At the University of Utah, we believe that our staff should feel at home while living on campus. In reflecting this philosophy, our department adheres to an inclusive partner policy, which allows for partners, family, roommates, etc., to live with staff if they so choose. We also allow pets (cats, dogs, fish, birds, etc.) as per Housing & Residential Education pet policy.

Hiring is based on the successful completion of a background check.

University of Utah Nondiscrimination and Disability Access Statement
The University of Utah is fully committed to affirmative action and to its policies of nondiscrimination and equal opportunity in all programs, activities, and employment with regard to race, color, national origin, sex, age, status as a person with a disability, religion, sexual orientation, and status as a veteran or disabled veteran. The University seeks to provide equal access to its programs, services and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the University’s Title IX/ADA/Section 504 Coordinator: Director, Office of Equal Opportunity and Affirmative Action, 201 S Presidents Cr., Rm 135, Salt Lake City, UT 84112. (801) 581-8365 (V/TDD).

Upon request, this information is available in alternative formats, such as cassette, Braille, or large print

More information about how to apply for this position can be found at:  
[www.housing.utah.edu/life/employment](http://www.housing.utah.edu/life/employment)

Questions regarding this assistantship should be directed to:
Rachel Aho, Assistant Director for Residential Education  
raho@housing.utah.edu 801-587-0860
Recruitment and Enrollment Management

Salt Lake Community College’s Student Services Division has significant responsibility for recruitment and enrollment management. The College has several current initiatives to improve and to support students’ connection and entry into the College. Salt Lake Community College uses the Completion by Design student success pathway as a framework for our success initiatives. To learn more about SLCC’s student success pathway follow this link: http://www.slcc.edu/strategic-planning/docs/Model%20Completion%20Pathway%20-%20Print%20Version1.pdf

Depending on the Graduate Assistant’s interest and institutional need, the Graduate Assistant could work on the following initiatives:

- The establishment of an Admissions Office
- Development of communication plans within Ellucian Recruiter
- The opening of SLCC’s West Valley Center and community outreach
- International Student Admissions
- Concurrent Enrollment
- First Year Experience
- Dual admission transfer programs with the University of Utah

The Graduate Assistant’s primary functions include:

- Reports to the Assistant Vice President of Student Services biweekly, or as needed on progress of graduate assistantship
- As appropriate, participates in staff meetings, trainings and planning meetings
- Maintain a graduate assistant work schedule of no more than 20 hours per week; some weekend work may be necessary but will not exceed 20 hours per week
- Depending on the assigned initiative research best practices and manage projects in support of student success.
- Others duties as assigned

Qualifications:

- Must have a Bachelor’s degree from an accredited college or university
- Pursuing a U of U graduate degree in Educational Leadership and Policy
- Previous experience in student services preferred, but not required
- Excellent written and verbal communication skills
- Possess good organization skills.
- Able to work independently and as part of a team.
- Able to work with people from a variety of backgrounds.
- Experience working with MS Office programs.

Questions regarding this assistantship should be directed to:
Nancy Singer, Ph.D.
Interim Vice President of Student Services
Nancy.singer@slcc.edu
(801) 957-4285
Westminster College
(Pages 21-23)

Student Involvement, Leadership, & Orientation

General Responsibilities:
The Graduate Assistant for Student Involvement, Leadership, & Orientation (GA) is an integral member of the Office of Student Involvement, Leadership, and Orientation (SILO). Their primary responsibility is to assist the SILO Team, specifically in the areas of Student Involvement. The GA is expected to commit 20 hours per week to job responsibilities. Time commitment varies from week to week and from one part of the semester to another. Flexibility is necessary to offer services when needed. The GA assists the Assistant Dean of Students and Director of Student Involvement, Leadership, and Orientation with leadership initiatives, the clubs and organizations process, and facilitating commuter student programs. The GA is a live-in position where housing is provided in a furnished staff apartment, and works with the Office of Residence Life in creating and maintaining a healthy and cooperative living and learning environment within the residence halls.

Qualifications:
Minimum qualifications for the Graduate Assistant for Student Involvement, Leadership, & Orientation position include:
1. A Bachelor’s Degree from an accredited university/college.
2. At least one year experience as a Resident Advisor, Student Government Leader, or other significant student leadership position.
3. Time, ability, and interest in relating to and working with undergraduate students.

Preferred qualifications for the position are:
1. Presently enrolled in a graduate program in the Educational Leadership & Policy or M.Ed. program.
2. At least two years of experience as a Resident Advisor and/or serve as a student leader in activities.

General Expectations:
1. Provide support for and report to the Director of Student Involvement, Leadership, and Orientation.
2. Serve as a positive role model and abide by all Westminster College policies and procedures.
3. Obtain approval from the Director of Student Involvement, Leadership, and Orientation before committing to involvement in activities which may interfere with the job performance such as external job commitments.
4. Support and assist the Associate Students of Westminster College (ASWC) in their programming efforts.
5. Assist with the planning, implementation, and evaluation of leadership development programs at Westminster, including the Day of Leadership and the Westminster Involvement and Leadership Programs (WIL).
6. Advise and coordinate with ASWC’s President of the Inter-Club Council to oversee clubs and organizations.
7. Work with the Director of Student Involvement, Leadership, and Orientation on the coordination of Commuter Student Involvement initiatives and advise the Commuter Activities and Resource Club (CAR).
8. Manage the Campus Concierge Desk and supervise the Campus Concierge Coordinator.
9. Perform Resident Director (RD) on-call duties as assigned.
10. Serve as a Conduct Officer pending appropriate cases assigned by the Judicial Coordinator.
11. Manage time and commitments well so as to avoid unnecessary conflicts between position responsibilities, academic expectations, and any co-curricular responsibilities.
12. Other duties as assigned, including the possible supervision of some student employees.

**Compensation:**
The Graduate Assistant will receive compensation for the contract period equivalent to the full cost of room (for 12 months) and a board plan (for 9 months). In addition, the GA will receive a stipend of approximately $1100/month during a 12 month contract period, this includes a monthly cell phone stipend. This is a 20 hour a week position, for a complete year, including May and Summer Semesters, ideally starting on July 1.

**Contact Information:**
Karnell R. Black, M.Ed
Director of Student Involvement, Leadership, and Orientation
kblack@westminstercollege.edu
801.832.2231
Graduate Assistantship of Residence Life

GENERAL RESPONSIBILITIES:
The Graduate Assistant of Residence Life (GA) is an integral member of the Office of Residence Life. Their primary responsibility is to assist the Residence Life Team, specifically in the areas of Residence Life. The GA is expected to commit 20 hours per week to job responsibilities. Time commitment varies from week to week and from one part of the semester to another. Flexibility is necessary to offer services when needed. The GA assists the Director and Assistant Director of Residence Life with RA selection and training, RHA (Residence Hall Association). The GA is a live-in position where housing is provided in a furnished staff apartment and works with the Office of Residence Life in creating and maintaining a healthy and cooperative living and learning environment within the residence halls.

QUALIFICATIONS:
Minimum qualifications for the Graduate Assistant of Residence Life position include:
1. A Bachelor's Degree from an accredited university/college.
2. At least one year experience as a Resident Advisor or other significant student leadership position.
3. Time, ability, and interest in relating to and working with undergraduate students.

Preferred qualifications for the position are:
1. Presently enrolled in a graduate program in the Educational Leadership & Policy or M.Ed. program.
2. At least two years experience as a Resident Advisor or other significant leadership position while an undergraduate student.

GENERAL EXPECTATIONS:
1. Provide support for and report to the Director and Assistant Director of Residence Life.
2. Serve as a positive role model and abide by all Westminster College policies and procedures.
3. Obtain approval from the Assistant Director of Residence Life before committing to involvement in activities which may interfere with the job performance (such as full time course loads and/or external job commitments).
4. Assist in advising and supporting the RHA.
5. Assist with the planning, implementation, and evaluation of Resident Advisor selection and training.
6. Perform Resident Director (RD) on-call duties as assigned and coordinated.
7. Serve as a Conduct Officer pending appropriate cases assigned by the Conduct Coordinator.
8. Manage time and commitments well so as to avoid unnecessary conflicts between position responsibilities, academic expectations, and any extracurricular responsibilities.
9. Be a knowledge resource to faculty, staff and students about Residence Life.
10. Other duties as assigned.

COMPENSATION:
The Graduate Assistant will receive compensation for the contract period equivalent to the full cost of room (for 12 months) and a board plan (for 12 months). In addition, the GA will receive a stipend of approximately $1100/month (this includes a cell phone stipend) during a 12 month contract period. This is a 20 hour a week position, for a complete year, including May and Summer months, ideally starting on July 1.

CONTACT INFORMATION:
Collin Wallace, Assistant Director of Residence Life, cwallace@westminstercollege.edu, 801.832.5301
Aimee Frost, Director of Residence Life, afrost@westminstercollege.edu, 801.832.5303