Graduate Assistantships within student affairs and other student support offices may be available during the 2013-2014 academic year. GA positions include a stipend of $13,000 and are eligible for tuition waivers. Housing and Residential Education positions differ in compensation.

Students accepted into the ELP Masters program with a focus on student affairs are eligible for positions and should note their top five preferences for assistantships on the application. Graduate Assistantships are competitive and a selection process will begin in late February 2013. The selection process for these positions is coordinated by the department noted on the position description, not the ELP department. A description of each Graduate Assistantship follows. For further information, please contact the person noted on each position description.

Admissions

Alternative Spring Break (jointly reports to Bennion Community Service Center & Center for Student Wellness)

Associated Students of the University of Utah (ASUU)

Career Services

Disability Services

Housing and Residential Education Coordinators (AREC–4) (separate application required)

Housing and Residential Education – Social Justice Initiatives Assistant (separate application required)

Orientation and Leadership Development

Student Union (2)

Trio Programs

Women’s Resource Center
Office of Admissions Graduate Assistantship Information

A key component of the Office of Admissions is to promote the University of Utah in a positive, honest, and informed manner through caring service. We aim to recruit a diverse undergraduate student body that will be successful at the University of Utah while meeting the enrollment goals of the University.

The office is able to hire one new graduate assistant each academic year.

The graduate assistantship in this office will work to achieve the following outcomes:

- Enhance the understanding of issues and practices associated with recruiting undergraduate students.
- Develop a broad understanding of the variety of activities conducted by this office.
- Continue the development of organizational, interpersonal, and public speaking skills.
- Develop program/event coordination and implementation skills.
- Develop an understanding of how particular segments of students are recruited.
- Develop a broad understanding of marketing initiatives and their development.

The first year of the graduate assistantship will focus on the job functions and responsibilities similar to a full-time admissions counselor/recruiter including territory management and assisting prospective students through the inquiry to enrollment process. Additionally, the first year graduate assistant will assist with various aspects of our alumni recruitment program. The position will report directly to the Assistant Director of Recruitment in the Admissions Office. Responsibilities will include, but not limited to:

- Participate in various recruitment programs in either lead or support roles.
- Assist in the evaluation and assessment of recruitment efforts.
- Interact with prospective students and families through group appointments and individual meetings.
- May periodically be asked to travel throughout Utah and the surrounding states to visit high schools, community colleges, and college fairs.
- Assist in daily office coverage.
- Assist in alumni recruitment planning.
- Participate in staff meetings, training sessions, and planning meetings.
- Maintain a regular work schedule of 20 hours a week. Some evening and weekends will be required.
- Other tasks or responsibilities assigned as needed.

The second year of the graduate assistantship will focus on our on- and off-campus recruitment programs/events. The GA will focus her/his time planning and assisting with events for prospective students, families, and community members. They will work closely with and report to the Program Coordinator. Responsibilities will include, but not limited to:

- Participate in various recruitment programs in either lead or support roles.
- Assist in the evaluation and assessment of recruitment efforts.
- The position will assist in the following event planning duties:
o Locates venue and inspects site to ensure that it is accessible and conforms to participant requirements.
o Coordinates services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing, audio-visual equipment, and event security.
o Monitors event activities to ensure compliance with accessibility, applicable laws, satisfaction of participants and resolution of any problems.
o Monitor program quality and effectiveness and researches improvement methods.
o Monitor and approve related expenditures and ensures budget goals are met.
o Write and edit program related publications and promotional or educational materials in collaboration with office communication specialist.
o Collaborate with others regarding programs, meetings, conferences, conventions, events and other related functions.

Candidates for the graduate assistantship should possess the following qualifications:
• Bachelor’s Degree from an accredited higher education institution.
• Pursing a U of U graduate degree, preferably in Educational Leadership and Policy, Education, Communication, or related areas.
• Have strong written, oral and interpersonal 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.
• Experience working with high school students preferred.
• Prior work in college admissions/recruitment or other areas of student affairs preferred.

Questions regarding this assistantship should be directed to:
Heather Briley
Assistant Director, Office of Admissions
hbriley@sa.utah.edu 801-581-6373

To apply, please submit a cover letter, resume, and the names and phone numbers of three professional references to:

Heather Briley
University of Utah
Office of Admissions
201 S 1460 E, Rm 250 S
Salt Lake City, UT 84112
Partnership between the Bennion Community Service Center and the Center for Student Wellness
http://asb.utah.edu/
Kris Fenn, kfenn@sa.utah.edu and Katie Stiel, kstiel@sa.utah.edu

Program Description:

Since 1997, Alternative Spring Break (ASB) at the University of Utah has placed teams of college students in distant communities to engage in community service and experiential learning during Spring Break. Each year, students leave behind the world of books and labs to enter communities grappling with issues of urban poverty, prejudice, hunger, rural poverty, HIV/AIDS, and environmental restoration. Host communities benefit from the tangible service work students perform, while students gain a broader perspective of the world—a perspective they then bring back to Utah and share with others.

This is a great opportunity for anyone who is interested in learning about civic engagement, student leadership development and the intricacies of running a successful student affairs program. The GA will have hands on experience interacting with students and fostering collaboration on and off campus.

Opportunities and experiences for Graduate Assistant include, but are not limited, to the following:

- Staff Partner – mentoring and supporting a Student Site Leader throughout the year as they plan and organize a trip, Staff Partner will go on an ASB trip.
- Experience one-on-one student development with both site leader and student coordinator.
- Coordinate online applications with webmaster and organization of all applicant data into database for selection committee.
- Update uMarket with each applicant’s down payment, final payment, and scholarships received.
- Organize and prepare scholarship applications for scholarship committee.
- Manage applicant placement process, including wait lists.
- Record/collect all necessary documentation related to Motor-pool..
- Attend weekly meetings with ASB leadership and bimonthly site leader and staff partner meetings/trainings.
- Organize training for ASB fall and winter retreat. Fall – September 28th – 30th. Winter – TBA.
- Participate in the participant selection process.
- Reach out to and collaborate with other student affairs professionals on campus.
- Research and report on other ASB programs Best Practices and funding sources.
- Assist Student Coordinator and Advisors in:
  - Recruit site leaders, staff partners, and student participants which will include tabling and information sessions.
  - Assist Student Coordinator and Advisors in the trainings and retreats for all student site leaders and staff partners.
  - Support Student Coordinator in scholarship solicitation.
  - Support Student Coordinator in ensuring all liability forms are collected.
  - Update website and facebook page.
  - Be a public face for the ASB program and for the University.

**Minimum Qualifications:**
- Excellent leadership, administrative, interpersonal and communication skills.
- Willingness to work necessary events and some weekends.
- Working knowledge of computer word processing, use of data base systems, and implementation of technology as a communication tool preferred.
- Ability to work independently and as part of a team.
- Ability to work with people from a variety of backgrounds.

Questions: Please contact, Kris Fenn, kfenn@sa.utah.edu or Katie Stiel, kstiel@sa.utah.edu
Overview: The Associated Students of the University of Utah (ASUU) is the student government representing all 32,000+ undergraduate and graduate students. ASUU is structured with an executive cabinet of an elected president, vice president, senior class president and their appointed board directors, an Assembly of 48 and a Senate of 16 elected student representatives from the various colleges, and a Supreme Court. Five professional staff members serve as advisers to the various bodies of ASUU and report to the Associate Dean of Students.

Position Responsibilities: The Graduate Assistant for ASUU will work an average of 20 hours per week in the office. Approximately 75% of the time will be spent on the management of student groups and organizations including registrations, communications, and verifications. These efforts are facilitated using an online student group management software package and other technologies and the GA will work closely with the Communications Adviser in ASUU. 25% of the time will be providing support for other efforts of ASUU including programming, policy review, and leadership development and advising of student leaders.

Qualifications: Must have strong communication skills, attention to detail, and experience relating to and working with student leaders. Must be able to work on multiple projects at once in an environment that can be loud and full of distractions. Preferred qualifications include familiarity with web-based technologies and social networking tools, a desire to think critically about policies and procedures and help create innovative improvements to them, ability to work independently with detailed information and maintain confidentiality with sensitive material.

For more information contact Lori McDonald, Associate Dean of Students, 801-581-7066, lmcdonald@sa.utah.edu.
Campus Recreation Services at the University of Utah provides sport, leisure, adventure, fitness, recreation, leadership, life training, and community building opportunities for the University of Utah. The department offers a variety of programs, services and facilities including the Field House, HPER Complex, Aquatics, Intramural Sports, Outdoor Program, Sport Clubs, Disc Golf Course, Fitness Program, and the McCarthey Family Track + Field.

**POSITION RESPONSIBILITIES**

The Intramural Sports Graduate Assistant reports to the Intramural Sports Coordinator and is instrumental in the daily operation and delivery of competitive sports for the university community. Areas of focus include:

- Assist the Intramural Sports Coordinator with the implementation and management of intramural leagues and tournaments.
- Use of various analytical and statistical skills as they relate to league and tournament management.
- Schedule teams and individuals for regular season play, tournament play, and special events.
- Assist in the development and leadership of all student staff training sessions.
- Hire, schedule, and supervise student staff, including officials and supervisors.
- Schedule facilities and serve as liaison for Campus Recreation Services for facility management organizations.
- Leadership and execution of all management and social media such as IM Leagues, Facebook, and Twitter.
- Ensure a safe and responsible operation of Intramural Sports and facilities at all times.
- Verify participant eligibility and insure all competitors are in compliance with required forms and documents.
- Respond to and follow all emergency procedures and ensure that staff documents all injuries and incidents.
- Enforce all policies/guidelines and resolve participant conflicts and disputes.
- Assist in the formulation, distribution, and collection of program assessments.

**COMPENSATION AND QUALIFICATIONS**

- This graduate assistantship is in conjunction with the Masters in Education Leadership and Policy program (ELP). The qualified candidate must be admitted into the ELP program. For more information, please visit their web site at: [www.ed.utah.edu/ELP](http://www.ed.utah.edu/ELP)
- Compensation is $12,500; tuition waiver may be available.
- Qualified candidates will have demonstrated experience in the following areas:
  - Awareness of risk management issues.
  - Experience in a guest service environment.
  - Leadership and supervision experience.
  - Demonstrated commitment to student development and leadership.
Career Services
University of Utah
Graduate Assistant
Job Description

• 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 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 Stan Inman at sinman@sa.utah.edu or go to http://careers.utah.edu
Overview:
The Dean of Students Office at the University of Utah is one of the most active offices on campus. The Office is responsible for student conduct administration (i.e. enforcing student code violations), student advocacy (i.e. assisting students in and through crisis situations), and student advising (i.e. serving as advisors or supervisors for student groups) for campus organizations like ASUU (student government), Greek Life, 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) primary advisor for one of our major honor societies; 2) event planner, responsible for high school leadership conference; and 3) office administrator who assists with daily efforts of office personnel.

In addition to serving the Dean of Students Office, the Graduate Assistant will support the Assistant Dean of Students with Greek Life efforts and activities. Currently the University of Utah is home to fourteen inter/nationally recognized Greek-Letter fraternities and sororities and approximately 900 student members. With the support of twelve dedicated student leaders who serve in leadership positions on Greek Council, the Greek Council Office annually hosts a Scholarship Drive, a 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 Greek 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 Greek Life will work an average of 20 hours per week in the office. Approximately 40% of his/her time will be spent on Greek Life projects and initiatives, 50% on advising honors societies and student leaders, and 10% on providing support for student behavior and student advocacy related cases. Specific responsibilities will include, but may not be limited to, the following:

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

B. Student Group Advising (40%)
- Serve as primary advisor for Mortar Board honor society
- Assist with supporting and advising Phi Beta Kappa honor society

C. Administrative Support (10%):
- Provide occasional administrative support for student conduct and student advocacy related cases
- 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:

Arlyn Bradshaw
Assistant Dean of Students
801-581-8061
arbradshaw@sa.utah.edu
Graduate Assistantship Position Description

The Center for Disability Services (CDS) is dedicated to students with disabilities by providing the opportunity for success and equal access at the University of Utah. We are committed to providing reasonable accommodations as outlined by Federal and State law. We also strive to create an inclusive, safe and respectful environment. By promoting awareness, knowledge and equity, we aspire to impact positive change within individuals and the campus community.

CDS serves approximately 1,100 students each academic year across a broad range of disabilities. Eight full-time staff work in the office, including a Director, Assistant Director, 2 Disabilities Advisors, Deaf Services Coordinator, Staff ASL Interpreter, Technology Specialist/Exam Coordinator, and Executive Secretary/Notetaking Coordinator. In addition, numerous part-time employees work in a variety of positions. The graduate assistant will be exposed to a variety of experiences, including observing and conducting initial intake appointments, coordinating academic accommodations, participating in Case Management documentation review meetings, providing outreach to the campus community, and attending committee meetings related to ADA coordination on campus. This is an excellent opportunity to gain experience in the area of disability services, a growing population on university and college campuses nationwide. CDS is also experiencing an increasing number of Veterans seeking services.

To apply, submit a cover letter and resume (electronic preferred) to:

Scott McAward, Ph.D.
Director, Center for Disability Services
200 S Central Campus Dr., Rm 162
Salt Lake City, UT 84112
smcaward@sa.utah.edu
(801) 581-5020
Assistant Residential Education Coordinator (AREC)

Overview & 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 nine buildings housing 300 to 800 students. The AREC has direct supervision of a staff consisting of 5-10 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, inservices, advising student groups (RHA), 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 the residents.

Primary Responsibilities

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

Supervision
- Serve as direct supervisor to a staff of 5-10 Student Leaders.
- Development of 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 at least 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:
  - Residential Education Staff Meeting
  - Residential Education Wednesday Development Lunch
  - Area Professional Staff meeting
  - Committee meetings
  - Weekly meeting with student staff
  - 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 operation of a residence area or a functional area community.**
- **Assist the REC in opening and closing of 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 development of programs, practices, policies, and processes.

**Conduct Hearing Officer**
- Serve as a conduct hearing officer by conducting 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.
- Show consistency and thoroughness in interpreting University policies and procedures.
- **Interpret and enforce all Housing & Residential Education and University policies and regulations.**

**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**
• Must advise at least 1 year.
• Advise one Residence Halls Association (RHA) Committee (Programming, Social Justice, Marketing, Student Leader Council, First Year, and Sustainability) or National Residence Hall Honorary.
• Assist RHA in planning and implementing educational, cultural and social activities.
• Show support by attending RHA Events.
• Attend RHA retreat/training in the fall.
• Attend monthly 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.
• Be provided with $1,200 to attend conferences, purchase books and other professional development aids. Conferences could include regional and national conference attendance.
• Be a member of at least two committees such as Student leader training & selection, AREC and REC recruitment & 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. 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 of 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 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 $16,800.
• Partial cell phone compensation.
• $1,200 in professional development funds.
• Full tuition waiver.
• Meal plan when in session.
• Student health insurance.
• Pets allowed (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.
Social Justice Initiatives Assistant
Graduate Assistant

Overview & General Purpose

The Social Justice Initiatives Assistant position is a live-in staff position within Housing & Residential Education and the Student Affairs Division at the University of Utah. They work to provide leadership and coordination of a student-focused outreach program for the on-campus residential community. This position has direct supervision of a staff consisting of 5-7 Social Justice Advocates. The Equity Office/Inclusion Center is the home for the Social justice Initiatives Assistant and the Social Justice Advocates. This co-location is enhanced through cross-dialogue and engagement.

The Social Justice Initiatives Assistant is also responsible for coordinating and providing leadership in department, division, and campus wide programs and projects.

The position is a 12-month position and reports to the Assistant Director of Educational Initiatives. This position does not serve as part of the on-call rotation for the housing system however they are part of the response team if there were a severe crisis.

HRE Diversity Statement—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 the residents.

Primary Responsibilities

Supervision

• Serve as primary supervisor to a staff of 5-7 Social Justice Advocates
• Development of a positive working relationship with staff, assist staff in their skill and professional development.
• Conduct weekly staff meetings & individual one-on-ones with student leader staff to develop and review goals, discuss issues, recognize contributions, provide and solicit feedback.
• Develop and implement training, coordinating with RA training efforts as appropriate. Integrate social justice into development of programs.
• Present to RAs during fall and spring trainings as well as provide ongoing training.
• Develop and implement Advocate selection and orientation processes, coordinating with RA efforts as appropriate.
• Conduct formal and informal evaluation with staff.
• Manage budget for staff.
• Assist, participate in and encourage students and staff in meeting programming expectations including utilization of campus and departmental resources that meet the needs of their community.
• Educate staff and students in respecting and understanding cultural differences by utilizing campus resources, and creative and diverse programming.

Outreach
• Serve as primary planner and coordinator for residential events focused on Social Justice.
• Support the Social Justice Advocates in their programs and outreach efforts.
• Develop passive programming materials for use throughout HRE residential communities.
• Serve as department representative on campus diversity celebration teams.
• Serve as outreach resource for the Alliance House Living Learning Community.
• Effectively market efforts to all campus stakeholders and residents.
• Work with the residential staff teams in supporting their dialogues, facilitated conversations, and trainings in the area of Social Justice work.

Administrative
• Maintain at least 25 work hours per week (15 of which must be 9am-5pm). 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 communicating, planning, scheduling and organizational skills as they relate to job responsibilities.
• Assist in the opening and closing of the hall at the beginning and end of the academic year, and during periods of academic recess.
• Work cooperatively with other areas within Residential Education to meet the needs of the residents and department.

Student Conduct
• Address any conduct related incidents that take place during programs and/or events. Submit documentation of any incidents as needed.
• Serve as a resource and referral agent for students and staff.
• Work to gain knowledge of the University of Utah conduct process.
• Show consistency and thoroughness in defining University policies and procedures.
• Interpret and enforce all Housing & Residential Education and University policies and regulations.

Emergency Response
• 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, particularly in relation to Hate Crimes.
Advising Skills (must advise at least 1 year)

- Provide leadership by being an informed participant in area activities
- Advise one Residence Halls Association (RHA) Committee (Programming, Social Justice, Marketing, Student Leader Council, First Year, and Sustainability) or National Residence Hall Honorary.
- Assist RHA in planning and implementing educational, cultural and social activities. Show support by attending these functions.
- Attend RHA retreat/training in the fall
- Attend monthly 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. Conferences could include regional and national conference attendance.
- Be a member of committees such as Campus Diversity celebrations, Student leader training & selection, AREC and REC recruitment & selection, Student Affairs outreach with departments, and ad hoc 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

- This position is a part time, 25 hours per week position live-in staff member.
- The Assistant will maintain regular office hours. Included will be a minimum of ten hours a week as time periods convenient for residents and staff to make contact and/or appointments with the AREC.
- The AREC will be required to be available during a portion of break periods to assist with closing procedures.
- Essential Personnel-This position is considered to be an essential personnel position for the department. 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 of students and staff on issues of diversity and social justice.
- Ability to establish and maintain effective and collaborative supervisory and colleague 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 is preferred but not expected.

**COMPENSATION**

- A furnished one-bedroom or two-bedroom apartment which includes all utilities, internet, and local phone, and cable television.
- Annual salary estimated at $16,800.
- Partial cell phone compensation.
- Professional development funds.
- Full tuition waiver.
- Meal plan when in session.
- Student health insurance.
- Pets allowed (cats, dogs, fish, birds) as per Housing & Residential Education pet policy.

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

The University of Utah is fully committed to affirmative action and to its policies of nondiscrimination and equal opportunity in all programs, activities, services, and employment without regard to race, color, national origin, sex, age, disability, gender identity/expression, religion, sexual orientation, and status as a protected 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.
The Office of Orientation and Leadership Development has a dual focus. One aspect of the office has the primary focus of assisting new students and their families as they transition to the University through comprehensive programs that take place throughout a calendar year. The other focus of the office is providing information and training to undergraduate students in leadership development. To support these efforts, the Office of Orientation and Leadership Development has four Graduate Assistant positions that work with Orientation and Transfer Initiatives; New Student Programs; Parent and Family Programs; and Leadership Development. The positions provide graduate students interested in the field of higher education with a practical setting to apply the theories and knowledge they are learning through their coursework.

**Graduate Assistant for Orientation and Transfer Initiatives**  
*Starting Date: early August, with the potential for an earlier start*

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

1. Aids in recruitment, selection, supervision, and training of student Orientation Leaders (OLs)
2. Attends LDRSP 3960 with orientation leaders as the course teaching assistant (TA)
3. Helps facilitate weekly team meetings with Program Coordinators
4. Plans Orientation Leader Retreat
5. Assists in the planning and implementation of all orientation programs
6. Coordinates Transfer Initiatives; including, but not limited to, development of monthly programs; creation of leadership and engagement opportunities; and development of supports, including mentoring, professional, and social development opportunities
7. Coordinates planning and advising of Tau Sigma National Honor Society Chapter for Transfer Students
8. Aids in coordination of office Welcome Week events, such as PlazaFest, PlazaFest II, and New Student Welcome.
9. Assists in all publications aimed at new students (first-year and transfer)
10. Assists in all assessment for the Office of Orientation and Leadership Development
11. Creates marketing specific to area
TRIO Programs  
2075 Annex  
University of Utah  
www.trio.utah.edu

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) Mentor assigned SSS students.
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:
Steven Baumann  
Director, TRIO Programs  
801-581-7188  
sbaumann@sa.utah.edu
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-advises 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 are interested in any of these areas, please forward a cover letter and resume to;

Brandon Dalley  
200 S. Central Campus Drive  
Ste 255  
Salt Lake City, UT 84112

If you have any questions, please feel free to call 801-585-0630 or email Brandon at bdalley@sa.utah.edu.
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 Fall and Spring Semester. Some programming is weekly and other programming will include on time events that involve campus and community organizations. Women’s Week, Pride Week, Go Girlz etc., and any new programming for the academic year they will be employed by the WRC.

The WRC staff has presented at the annual COSA conference every year for the past three years. Our graduate assistant plays a significant role along with this and other social justice focused activities such as class room presentations on power and privilege, violence against women initiatives and other opportunities to engage in meaning dialogues and activities to help create a safe and knowledgeable campus community for all of our students.

All aspects of staffing the WRC office i.e., staffing our front desk, answering the telephone and greeting clients.

Research projects for the Women’s Resource Center.

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