



Student Affairs Graduate Assistantship Positions Anticipated Openings for 2017-18 (Dec. 29, 2016 Update)

Thank you for your interest in the Student Affairs Graduate Assistantship Opportunities associated with the M.Ed. Student Affairs program through the University of Utah Department of Educational Leadership and Policy.

There are three primary groups of positions available: (1) Positions located within University of Utah Student Affairs departments, (2) Positions located at other higher education institutions within the Salt Lake City area, and (3) Positions in University of Utah Housing & Residential Education (HRE).

Full graduate assistant position descriptions follow this brief summary.

1) Anticipated openings within the University of Utah Student Affairs departments include:

- Bennion Center
- Career Services
- Dean of Students- Fraternity & Sorority Life
- Dean of Students-Conduct & Community Standards
- LGBT Resource Center
- New Student & Family Programs (2)
- TRIO-Student Support Services
- Union (2)
- University Student Apartments
- Women's Resource Center & Women's Enrollment Initiative
- Student Leadership & Involvement (new 12/29/16)

In most cases, the above GA positions include an estimated stipend of \$15,000 for the academic year and includes a full tuition waiver. Positions are for one year, with the opportunity for renewal for a second year.
**Please read each position carefully for unique details on compensation.

2) Anticipated openings at other higher education institutions:

- Salt Lake Community College – Student Affairs
- Westminster College-Residence Life
- Weber State - Women's Center

Please read each position carefully for details and compensation.

If you are interested in a graduate assistantship in Student Affairs (Group 1 & 2), notify Marilyn Howard at marilynn.howard@utah.edu via e-mail and include the positions (up to 5) that you would like to be considered for at this time. Deadline is Thursday, Jan. 12 at 4 PM (MT).

3) Positions in University of Utah Housing & Residential Education (HRE):

Application for positions within Housing & Residential Education are handled through a separate process. Candidates can learn more about HRE's timeline and see position descriptions at

<http://housing.utah.edu/life/employment/graduate---employment.php>

Apply at: <https://utah.peopleadmin.com/postings/59081>

Graduate Assistant

Overview:

The Lowell Bennion Community Service Center at the University of Utah fosters lifelong service and civic participation by engaging the University with the greater community in action, change and learning. The center provides a dynamic, high-energy campus location for students, faculty, staff, and community partners to convene and collaborate on issues and projects that improve life in the community and educate students for their civic and social responsibilities. Community engagement has been strategically identified by the University of Utah as an effective way to create deeply engaged learning opportunities for students. The Bennion Center provides an excellent professional learning experience for graduate students looking into careers in higher education, nonprofit management, volunteer recruitment, fund development, student services, social services, program development, and community organizing.

Position Summary:

The Bennion Center seeks an interested and energetic graduate assistant to support community engagement and assessment programs while pursuing an advanced degree at the University of Utah. The position contributes to the community impact and civic education-focused mission of the Bennion Center by: 1) supporting the Center's Alternative Breaks program; 2) supporting the Community Engaged Learning functions of the Center; and 3) advancing the Center mission as contributing member of the team.

The Graduate Assistant will have a dual report to the Alternative Breaks Coordinator and to the Associate Director for Engaged Learning. The GA will support student leadership opportunities by advising and guiding student leaders towards successful recruitment efforts in Alt Breaks, serving as a staff partner in the program, and providing administrative support of the program, coordinating retreat and training details, room schedules, the scholarship process. The GA will assist with Community Engaged Learning programs, including Lunch & Learn events, CEL-TA's as well as course tracking and assessment.

Job Duties:

- Recruitment of student participants from diverse arenas on campus for participation in program year-round. Includes but not limited to organizing and supporting student leaders executing info sessions, tabling initiatives, Volunteer Interest Form response tracking, managing AB list serve, email/social media marketing, and recruitment speaking engagements.
- Serve as a staff partner within the Alternative Break program mentoring student leaders as they plan, organize, and execute a trip.
- Manage online application process for fall, spring, weekend – work with webmaster to ensure working application and payment processes
- Provide administrative support to program coordinator and student E-board as needed. May include but not limited to scheduling meeting rooms and group meetings, preparation and administrative support before, during, and after retreats and program wide – events.
- Administrative support to program coordinator in tracking paperwork and fleet services driver training verification and safe driver lists.
- Attend AB retreat and provide some of the training facilitation to site leaders and staff partners,
- Attend weekly meetings with AB Admin team, monthly meetings with student E-Board, and bi-weekly meetings with all staff partners and student site leaders, and BC staff meetings.
- Coordinate the Community Engaged Learning Teaching Assistant (CEL-TA) program by training and supporting 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.

- The GA will assist with recruiting, planning, and conducting CEL Lunch & Learn events for faculty and community partners. Tasks will include outreach to department faculty and coordination with the Center for Teaching and Learning Excellence.
- 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.
- Provide support to Bennion Scholars program and the Community Engaged Learning course designation committee.
- GA will serve on the BC Assessment Team to track and report Center outcomes.

Qualifications:

- Enrolled in Master's or PhD degree program at the University of Utah
- Desire to work closely with students in a dynamic team environment
- Interest in community engagement and its theoretical and practical applications in education
- Understanding of community engaged learning
- Proficiency in data management and MS Excel.

Hours:

This 20 hour, half-time position requires some evening and weekend work. This position requires travel.

Questions, Concerns, and Applications:

For more information about this assistantship, please contact:

Laura Schwartz
Alternative Breaks Coordinator
801-587-9027
laura.schwartz@utah.edu

University of Utah Career Services Graduate Assistant Description

We are excited that you're interested in a career in Student Affairs and we know a graduate assistantship in Career Services will greatly prepare you as a future Student Affairs professional. All graduate assistants in our office are guaranteed intentional supervision with a full-time professional staff member, weekly one-on-one meetings with their supervisor, and professional development and support from a welcoming team.

Based on the successful completion of your first year with Career Services, we are committed to offering you a second year assistantship. Career Services is committed to the success and professional development of our GA's, and we treat you as a full-time staff member. We will ensure that you are gaining skills and experiences with our office, which will help you to be the most successful in your future career outcomes.

Our Key Areas of Responsibility and Development:

- **Career Coaching** - After training, you will have the opportunity to self-select a population of students you would like to work with most. You will be supervised and mentored by a Career Coach. Appointments can range from students who are seeking help exploring their career options, to crafting a resume that will showcase their skills, to connecting them with employers.
- **Campus Collaboration** - partner with 1-2 campus departments to coordinate programs, events, and resources that will increase Career Services' presence on campus.
- **Event Planning** – co-chair our Graduate School Fair where you'll coordinate logistics, plan marketing, and collaborate with other institutions in the state.
- **Committee Work** – We have 5 department committees - Assessment, Internships, Employer Relations, Programming, and Marketing Committee – that you can join, and we ask our GA's to at the least join one of these committees, as your input into our programs and processes is integral. In 1 Career Services office committee of choice, based on your interest.

Some Benefits You Will Gain:

- Skills in presenting, coaching, advising, and mentoring
- A professional network
- Monthly professional development
- The Autonomy to initiate your own programs and ideas

This is an outstanding opportunity to not only apply the knowledge you're gaining in the ELP program but to challenge yourself and grow stronger as a Student Affairs professional. Upon graduation, you'll leave with a strong foundation in the application of student development theory, programming, and assessment that will serve you anywhere you go. For more information on Career Services and graduate assistantship opportunities, please contact Kelly Dries at kdries@sa.utah.edu or visit careers.utah.edu.



Dean of Students Office and Fraternity and Sorority Life
Graduate Assistant Position Description

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 17 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 (Interfraternity Council, Panhellenic Council and the Multicultural Greek Council), the community hosts an annual Greek Week, Anti-Hazing and Awareness Week, Homecoming Week Competition, Greek Choice Awards, Scholarship Banquet, 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; and 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 events
 - 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 (30%)
 - Serve as a support advisor for Fraternity and Sorority Life

- C. Administrative Support (20%):
 - 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:

- Bachelor's 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



Student Conduct & Community Standards
Graduate Assistant Position Description

Overview:

The Office of the Dean of Student (ODOS) 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 student conduct and community standards and will report to the Associate Dean of Students. 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. The role will involve meeting with students, record keeping, research and benchmarking, marketing, and conducting presentations on a wide variety of topics.

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 related to student conduct; a small portion of time will be spent on providing office support. Specific responsibilities will include, but may not be limited to, the following:

- Become familiar with the Student Code of Rights and Responsibilities
- Assist and maintain accurate records through Advocate, the student behavior database
- Facilitate conduct hearings at the direction of the Associate Dean of Students
- Conduct benchmarking and research for the ODOS on variety of topics
- Assist with assessment efforts of the ODOS
- Assist in review and implementation of sections of the Student Code and other University policies
- Provide some administrative support for ODOS, including answering phones, receiving visitors to the office, and some clerical duties
- Develop outreach efforts, marketing and educational materials for Student Conduct and Community Standards
- Present education and awareness information at orientations and trainings for students, faculty/staff, families, and community members
- Attend ODOS staff meeting and other expected meetings within the department
- Serve as a resource to students during conduct or advocacy/support processes
- Working and collaborating with campus partners, such as Center for Student Wellness, OEO/AA, Counseling Center, Fraternity & Sorority Life, Police Department, etc
- Run regular conduct record checks for campus partners
- Opportunities for being on search and planning committees
- Other duties as assigned

This position may have the opportunity for summer (2017) hours for additional pay.

Preferred Qualifications:

- Strong attention to detail
- Excellent interpersonal, communication, and writing skills
- Ability to respect confidentiality of sensitive student records and maintain neutrality during investigations
- Interest in policy research, development, and implementation
- Experience giving presentations to a variety of groups including students, faculty/staff, families, and community members

Writing Sample:

Please answer the following question in writing and provide a copy at the interview (maximum 500 words):

- From your perspective, what role should impartiality play in the student conduct process?

**Lesbian Gay Bisexual Transgender Resource Center
University of Utah
Graduate Assistantship**

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 Student Support Service (SSS) Program
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).

The candidate will assist the TRIO Student Support Services, a program for current University of Utah students who need academic assistance and other services to be successful at the University. This is an excellent opportunity to acquire skills in a broad range of student affairs issues and topics and their application to students from low income and first generation backgrounds. This candidate will gain experience in the areas of: 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) Oversight and management of TRIO Peer Mentor Program.
- 2) Coordinate outreach efforts with university offices, programs and departments to enhance programming offered to TRIO students.
- 3) Assist SSS advisors with initial intake process, including eligibility and needs assessment.
- 4) Assist with presentation of workshops on admissions process, financial literacy, scholarships and other college related information to students and parents.
- 5) Assist Director with student evaluation (qualitative and quantitative) of the SSS program.

For more information contact:

Kyle Ethelbah, MPH
Director, Federal TRIO Programs
801/581.7188
kethelbah@sa.utah.edu

**A. Ray Olpin Union University of Utah
Graduate Assistantship**

www.union.utah.edu

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 Branden at bdalley@sa.utah.edu.

Graduate Assistant | Position Descriptions (2 Openings)

Mission Statement

The Center for New Student & Family Programs (NSFP) 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.

We believe each University of Utah student deserves to have a college experience that instills a love for their alma mater. Our staff aspires to create an environment where all students feel valued for and empowered by their unique talents and identities, find a sense of belonging and support, and have positive social and emotional experiences that lead to personal growth and academic success. We understand that this impact cannot be facilitated by one team alone and so aim to inspire a shared vision with students, their families, campus partners, and other agents who want to foster student success.

Core Values

Embrace and Drive Change | Work as a Team to Build a Community | Advocate for Social Justice | Pursue Growth & Learning

About Us

NSFP has the primary focus of assisting new students and their families as they transition to the University through comprehensive programs that take place throughout the calendar year. This includes New Student Orientation, Swoop Camp Extended Orientation, Welcome Week, First-Year Programs, Transfer Programs, and Parent & Family Programs. To support these efforts, NSFP hires three Graduate Assistant positions that work with as part of the professional team within the office. These 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. An open position for 2017-2018 is described below.

Position 1: Graduate Assistant for Transfer Programs

The Graduate Assistant for Orientation & Transfer Programs takes on a professional role within NSFP and supports all areas of the office. The GA is given the opportunity to contribute ideas and shape all aspects of NSFP programs. Specifically, this GA works with Transfer Programs including Crimson Transfer Honor Society, Orientation Team, New Student Orientation, Leadership 3960 (OL Training Class), and Welcome Week. In this role, the GA will have the opportunity to impact the development of undergraduate student leaders and aid in the orientation, transition, and retention of new students.

The GA for Orientation & Transfer Programs reports directly to the Assistant Director, and has supervisory responsibility for the Crimson Transfer Honor Society members, and up to 40 undergraduate student leaders. Preference will be given to candidates who can start on or before August 7, 2017. This GA position will be expected to work 20 hours per week during the 2017-2018 academic year, as well as serve a 40-hour per week internship during the 2018 summer. Additional details and expectations are provided below.

Position 2: Graduate Assistant for New Student Programs

The Graduate Assistant for New Student Programs takes on a professional role within NSFP and supports all areas of the office. The GA is given the opportunity to contribute ideas and shape all aspects of NSFP programs. Specifically, this GA works with New Student Orientation, Swoop Camp, Welcome Week, and allow the GA to explore new areas of programming. In this role, the GA will have the opportunity to impact the development of undergraduate student leaders and aid in the orientation, transition, and retention of new students.

The GA for New Student Programs reports directly to the Assistant Director, and has supervisory responsibility for up to 12 undergraduate student leaders. This GA position will be expected to work 20 hours per week during the 2017-2018 academic, with some weekends required. Start and end dates are flexible, but preference will be given to candidates who can begin on or before August 1, 2017. Additional details and expectations are provided below.

Qualifications:

- Completion of a bachelor's degree from an accredited institution
- Acceptance into a University of Utah master's program (preference to ELP Student Affairs)
- Previous experience with orientation, new student programs, leadership, advising, programming, student activities, or related area
- Previous experience with training and/or supervision is preferred
- Must demonstrate a strong work ethic and be willing to work the expected and unexpected hours necessary to implement successful NSFP programs
- Must display enthusiasm, pride, and school spirit for the University of Utah
- Must be committed to having a new learning experience, exploring ideas of social justice, and actively seeking knowledge in new areas of higher education
- Must have the ability to work in a fast-paced, distracting environment while maintaining a positive attitude and sense of humor

Expectations:

General NSFP Expectations (Both Positions)

- Serve as a staff member within NSFP, and as such represent the office, the Division of Student Affairs, and the University of Utah with professionalism and good judgment
- Integrate NSFP Core Values into daily work and interactions
- Develop positive working relationships with all full-time, graduate, and undergraduate NSFP staff
- Hold regular office hours at least four days a week, with at least 16 set hours weekly
- Participate in ongoing professional development, attend NSFP staff meetings, complete NSFP and Student Affairs diversity training modules, and support Enrollment Management initiatives
- During academic year, support all NSFP programs and actively engage in New Student Orientation sessions for students starting in spring and summer semesters
- During summer, assist in the implementation of all New Student Orientation sessions for students starting fall semester (separate position description will be shared before summer)
- Work other duties as assigned

Orientation Expectations (Both Positions)

- Assist with the recruitment, selection, training, and supervision of Orientation Leaders and Orientation Team Leaders
- Assist with the planning and implementation of OL Retreat and OL Training
- Help plan all aspects of First-Year and Transfer Student Orientations, including marketing, logistics, curriculum, programming, implementation, and assessment
- Assist in the planning, instructing, and grading of Leadership 3960, a three-hour spring semester course specific to training Orientation Leaders

Swoop Camp Expectations (Position 2)

- Serve on Swoop Camp Leadership Team
- Assist with the recruitment, selection, training, and supervision of undergraduate Swoop Camp Coordinator and undergraduate Swoop Camp Captains
- Help plan all aspects of Swoop Camp, including marketing, logistics, curriculum, programming, implementation, and assessment

Transfer Programs Expectations (Position 1)

- Assist in the recruitment, election, training, and supervision of Crimson Transfer Honor Society officers
- Oversee Transfer Workshop Seminars
- Develop monthly Transfer Newsletters and communications of transfer programs

Welcome Week Expectations (Both Positions)

- Take ownership for implementation of specific projects within Welcome Week as assigned
 - Assist with signature events Swag Swap, Transfer Reception, New Student Welcome, and Block U Class Picture
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Compensation:

This GA position will be compensated through an academic year stipend of \$7,250 per semester, which will be paid on the 7th and 22nd of each month August-May. Additional professional development funds may be provided at the discretion of the NSFP Director. It is expected that these funds will support a first-year graduate student attending a regional conference.

The Center for New Student & Family Programs complies with the University of Utah's Nondiscrimination and Disability Access Statement. Hiring is based on the successful completion of a background check.



**Women's Resource Center &
Women's Enrollment Initiative
University of Utah
Graduate Assistantship Description**



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. In addition, the GA will work with the Women's Enrollment Initiative (WEI). The Women's Enrollment Initiative is designed to recruit, retain, and graduate women through a network of support that provides opportunities and creates innovative partnerships that positively impact the full range of experiences for women as they pursue their educational and professional goals.

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.

In working with the Women's Enrollment Initiative, the GA may be involved with the following:

- Serving on committees as directed by Women's Enrollment Specialist (e.g. Women's Ambassador Board, Women's Week, Martin Luther King Committee, Student Affairs Diversity Committee)
- Assist WEI Specialist in assessment and evaluation of programs and services and Annual WEI Report
- Assist in the development and distribution of program publicity, materials, programs for event, flyers etc.
- Maintain WEI social media and all outreach efforts
- Serves as a resource person for WEI
- Facilitate and organize Her Stories Workshops
- Conduct programming and collaborate with campus offices to provide educational experiences for women students
- Conducts Presentations for on and off campus constituents, student organizations, departments as needed

- Assisting with all other duties as designed

For more information contact:

Debra Daniels

Director, Women's Resource Center

801-581-8030 or ddaniels@sa.utah.edu

University Student Apartments Graduate Assistantship Description

Overview and General Purpose

University Student Apartments (USA) at the University of Utah owns and operates 1094 unfurnished apartment units for students, staff, and their families. The University of Utah family housing program is one of the largest of its kind in the country and accommodates undergraduate and graduate students from all over the world. Our apartment community fosters individual lifestyles and educational opportunities within a framework of responsible freedom. Residents enjoy children's programs, cultural activities and individual participation in community affairs.

The Graduate Assistant (GA) position is a 9 or 12-month live-in position within University Student Apartments (USA) and Auxiliary Services at the University of Utah. The GA reports to the Associate Director of Resident Life and Outreach and assists in providing leadership and training to 30 resident life staff and in coordinating educational and social programming for a diverse population of students, staff and their families.

Mission Statement

As a self-supporting auxiliary enterprise, the mission of University Student Apartments is to support and advance the academic, research and public service missions of the University of Utah by providing convenient, moderately-priced apartments for eligible students, staff, and their families. We are committed to providing excellent support services such as resident life, maintenance, grounds, assignments, accounting and child care in a fair and responsive manner to our customers. We continually strive to make the residential experience an important part of the total university experience.

Opportunities for Graduate Assistant

University Student Apartments (USA) offers the unique opportunity for a graduate assistant to learn about non-traditional student family experiences at a research institution and about student support service delivery to student families in university apartments. As an auxiliary service, USA also offers the opportunity for a graduate assistant to learn about budgeting, capital improvements, operations and facilities management, preventative maintenance of an aging facility and processes related to potential renovation and rebuilding.

Primary Responsibilities

- Maintain 20 work hours per week including scheduled evenings and weekend shifts.
- Create educational and social programming for diverse non-traditional student population and their families (~50% graduate students, ~46% international students)
- Support resident life staff in programming, planning, and evaluating
- Collect data and conduct assessments of services
- Develop and implement training modules for resident life staff
- Promote leadership development with non-traditional student leaders and the student populations residing in complex
- Provide input into policy development for resident life staff and residents
- Provide administrative support for apartment assignments, orientations, and management
- Collaborate with other Auxiliary Service departments and with other campus and community resources for non-traditional students

Qualifications

- Completion of a bachelor's degree from an accredited institution
- Documented enrollment in current graduate program at the University of Utah
- Strong cross-cultural and interpersonal skills
- Event planning and program execution
- Passion for working with non-traditional student population

Compensation

- An unfurnished one or two-bedroom apartment which includes all utilities, internet, local phone and cable television.
- Annual salary estimated at \$15,000 for 9-month contract beginning August 15, 2017 with optional summer employment.
- \$1,200 in professional development funds.
- If you have any questions, please feel free to contact Valerie Green at (801) 581-5626 or vgreen@usa.utah.edu

Westminster College
Coordinator of Residence Life

GENERAL RESPONSIBILITIES:

The Coordinator of Residence Life is an integral member of the Office of Residence Life. Their primary responsibility is to assist the Dean of Students team, specifically in the area of Residence Life. The Coordinator 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 Coordinator assists the Director and Assistant Director of Residence Life with Resident Advisor training, selection and supervision and advises the Residence Hall Association. The Coordinator 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 Coordinator of Residence Life position include:

1. A Bachelor's Degree from an accredited college or university.
2. At least one-year experience as a Resident Advisor or other significant student leadership position.
3. Time, ability, and interest relative to working with the college student population.
4. Knowledge and understanding of the following areas: leadership, group facilitation, professionalism, organization, planning, budgeting, written and verbal communication.

Preferred qualifications for the position are:

1. Currently enrolled in a graduate program, with preference for the Educational Leadership & Policy Masters of Education program.
2. At least two years of 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. Develop cooperative working relationships with staff members within Residence Life, RHA (Hall Government), ASW (student government), Admissions, Dining Services, and other campus partners.
4. Assist the Office of Residence Life in the coordination of the daily operations, such as administrative, maintenance, programming and community standards responsibilities for a residential community.
5. 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).
6. Advise and support the Residence Hall Association.
7. Assist with the selection, training, and supervision of the Resident Advisor team.
8. Perform Resident Director (RD) on-call duties as assigned and coordinated.
9. Serve as a Conduct Officer pending appropriate cases assigned by the Conduct Coordinator.
10. Manage time and commitments well so as to avoid unnecessary conflicts between position responsibilities, academic expectations, and any extracurricular responsibilities.
11. Be a knowledge resource to faculty, staff and students about Residence Life.
12. Other duties as assigned.

COMPENSATION:

The Coordinator 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 Coordinator will receive a stipend of approximately \$1100/month 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:

Julie Olaf, Assistant Director of Residence Life, jolaf@westminstercollege.edu, 801.832.5303
Collin Wallace, Director of Residence Life, cwallace@westminstercollege.edu, 801.832.5301

Weber State University Women's Center

Vision

Working towards a more inclusive, equitable, liberatory, and safe community.

Mission

The WSU Women's Center advocates for the best educational and campus experience for all members of our community. We accomplish this by advancing social justice and by working towards a safe and healthy campus.

Values

- Leadership/increased pathways -- We aim to strengthen and improve the lives of women, children, and their communities through empowering, advocating, educating, and increasing pathways to resources; in all our work we strive to provide opportunities for leadership, growth, and academic success.
- Intersectionality/margin to center -- Special attention is focused on women who face additional challenges due to their race, nationality, class, sexual orientation, gender identity, religion, age, and physical or mental ability.
- Power dynamics/advocacy -- We are committed to the ongoing integration of, and emphasis on, power and privilege across the core components of our work, in recognition of how gender intersects with other points of identity.
- Praxis/prevention -- We believe in providing students with opportunities to actively implement the knowledge they are learning through praxis (theory + action).

For more information about the Women's Center and the work that we do please visit our website at weber.edu/womenscenter.

The Women's Center is looking to hire a Graduate Assistant (GA) to assist with our Social Justice Education, Action, and Resource Program as well as our Safe@Weber Violence Prevention Program. This position will require night and weekend work on occasion.

20 hours a week

Social Justice Education, Action, and Resource Program Duties: 30%

Under the leadership and direction of the Program Coordinator the GA will help to provide social justice education and coordinate social justice action (praxis) related projects for the Weber State University campus.

30% Student Learning: Outreach & Education

- Assist in leading social justice initiatives focused on discrimination and oppression prevention
- Assist in recruiting, training, and mentoring student staff and leaders to implement discrimination and oppression prevention curricula
- Facilitate one time programs, panels, and events to support awareness raising and community readiness

10% Assessment and Planning

- Assist in the evaluation of social justice and oppression prevention strategies utilized by the WC.
- Create and implement process and outcome evaluation measures for social justice and oppression prevention initiatives.

Safe@Weber Violence Prevention Duties: 70%

Under the leadership and direction of the Director and oversight from the Advocate and Programs Coordinator, the GA will provide prevention education, training, and services related to sexual assault, domestic violence, dating violence, and stalking to the Weber State University campus.

The GA will be prepared to encounter disclosures of sexual assault and relationship violence. Although this position is not intended to work with or provide victim services/response, the GA will be trained to direct individuals who disclose sexual assault related experiences to the Women's Center Advocate and other appropriate campus or community resources.

40% Student Learning: Outreach & Education

- Assist in leading the comprehensive peer education program, focused on sexual violence prevention at Weber State University
- Assist in recruiting, training, and mentoring student peer educators to implement primary prevention curricula with identified populations within the Weber community
- Facilitate one time programs, panels, and events to support awareness raising and community readiness

10% Communication and Engagement

- Assist in directing and leading education and awareness efforts involving information and social marketing around issues of violence prevention at Weber
- Develop and implement visibility for sexual violence prevention and bystander education including printed materials, and social media
- Attend trainings for developing new knowledge and skills associated with sexual violence prevention

10% Assessment and Planning

- Assist in the evaluation of the sexual violence prevention strategies and other sexual violence prevention work
- Create and implement process and outcome evaluation measures for violence prevention peer education initiatives

10% Supervision and Administration

- Along with the Director, supervise Safe@Weber peer educators, student leaders, and interns
- Attend ongoing training and professional development sessions, including regular staff meetings

Qualifications:

- Strong demonstrated commitment to the Women's Center vision, mission, and values
- Be able to work well with persons of varied racial, ethnic, cultural, socioeconomic status, sexual orientations, and abilities
- Be willing to work as part of a team
- Have skills in partnership building
- Represent Safe@Weber and the Women's Center positively in the community, both on duty and off
- Have excellent written and oral communication skills and organizational skills
- Bachelor's Degree in one of the following areas: education, sociology, women's, ethnic or gender studies, human services, social work, public health, counseling, communications, psychology or other related fields. Equivalent experience will be considered in lieu of education.
- Ability to pass a background check
- Valid driver's license and a working, insured vehicle

Preferred Qualifications:

- Experience in community outreach/organizing/mobilization
- Basic understanding of public health principles
- Experience working in the field of sexual violence
- Experience with primary prevention
- Experience in program planning and coordination
- Experience in community assessment
- Experience in program evaluation
- Experience in grant writing
- Bicultural/bilingual in culture/first language of target communities

Compensation:

This GA position will be compensated through an academic year stipend of \$16,000 (tuition remission may be provided if approved by the WSU Student Fee Committee in February). Additional professional development funds may be provided at the discretion of the WC Director. It is expected that these funds will be between \$500 - \$900 for the coming year.

For any questions regarding this Graduate Assistantship, please email Stephanie L. McClure at stephaniemclure@weber.edu

Salt Lake Community College Graduate Assistantship Job Description 2017 – 18

Reports to Coordinator 3, Student Retention Systems

Work location: Construction & Trades Building, Room 282
 Taylorsville Redwood Campus

Salt Lake Community College made the decision to implement Starfish EARLY ALERT and CONNECT in an effort to foster student success. Starfish EARLY ALERT will help SLCC scale up our student success initiatives by making it easy for faculty to communicate concerns and Kudos to students and appropriate Student Affairs staff, and to close the loop when a concern is resolved. Starfish EARLY ALERT lets both faculty and the system trigger alerts and Kudos. Kudos provide powerful positive encouragement to students.

Job Responsibilities:

1. Work with the Coordinator 3, Student Retention Systems and the Associate Vice President of Student Success and Completion to advance institutional adoption of Starfish Early Alert and Starfish Connect to support student success and retention efforts at SLCC.
2. Develop Starfish Early Alert and Connect training materials and workshops for SLCC students.
3. Work closely with Academic and Career Advisors on the adoption of the Starfish system into their regular business practices to increase student engagement.
4. Assist SLCC faculty and staff in creating their profiles in Starfish Connect.
5. Assist with the interpretation of Starfish analytics and the creation of appropriate intervention strategies to help students succeed.
6. Work with SLCC Institutional Marketing to develop a marketing campaign and materials to promote Starfish to SLCC students.
7. Research best practices of using technology to support student success.
8. Serve on the Starfish Implementation Team.
9. 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
- 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.
- Previous experience in Student Affairs and/or with Starfish Early Alert or Starfish Connect is preferred, but not required.

Compensation:

The graduate assistant will be expected to work 20 hours per week during fall and spring semesters and will receive a \$15,000 stipend for the year plus in-state tuition and fees for fall and spring semesters.

Questions regarding this assistantship should be directed to:

Ashley Sokia
Coordinator 3, Student Retention Systems
801-957-4493
ashley.sokia@slcc.edu



Graduate Assistant – Training & Leadership Development (new 12/29/16)

Overview:

Student Leadership & Involvement, a new campus department, was created in 2015 to engage students in many facets of leadership. Student Leadership & Involvement provides a variety of events, programs, and services that incites students to action and encourages engagement in campus and community service. Student Leadership & Involvement encompasses the ULead Certificate Program, Leadership Studies minor, the Associated Students of the University of Utah (ASUU) and student organizations. The Graduate Assistant for Training & Leadership Development will coordinate the ULead Certificate program and over 600 student organizations registered through ASUU to ensure that student organization advisors and officers are trained using leadership practices and theory. This position is ideal for individuals seeking experience in student activities who thrive in a fast paced environment. This position will report to Jessica Ashcraft, Associate Director for Student Leadership & Involvement.

Position Responsibilities:

- Coordinates ULEAD, the student organization training and leadership development program, for students and advisors
- Develops training materials for communication through various channels.
- Assist with student organization registration process, including reviewing reactivation submissions as needed during peak times
- Assist with day to day maintenance of OrgSync website in absence of GA-for Student Groups
- Advises ASUU's Student Immersion & Outreach board
- Write articles for the INCITE |e-newsletter
- Assists with presentations on behalf of Student Leadership & involvement
- Other duties as assigned

Minimum Qualifications:

- Bachelor's Degree required
- Documented enrollment in current graduate program at University of Utah
- Experience in student leadership, student activities and/or student government
- Willingness to work some evenings and weekends
- Working knowledge of computer word processing, use of data base systems, and implementation of technology as a communication tool preferred

Contact Information:

For more information about this assistantship, please contact the following.
Jessica Ashcraft, Associate Director, 801-581-2788, jashcraft@asuu.utah.edu