Student Affairs Graduate Assistantship Positions
Anticipated Openings for 2018-2019 (as of November 12, 2017)

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 & Professional Development Center
   • Dream Center
   • New Student & Family Programs (2)
   • Student Leadership & Involvement
   • Union (2)
   • University Student Apartments
   • Utah Presents Community Engagement

   In most cases, the above GA positions include an estimated stipend of $16,000 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 careful for unique details on compensation.**

   If you are interested in a graduate assistantship in Student Affairs (Group 1), notify Marilynn 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 (unless otherwise indicated in posting below). Deadline is Thursday, Jan. 11 at 4 PM (MT).

2) 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 https://housing.utah.edu/about-us/employment-opportunities/graduate-employment/
   Apply at: http://utah.peopleadmin.com/postings/71135
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? Contact Laura Schwartz, laura.schwartz@utah.edu
University of Utah Career & Professional Development Graduate Assistant

Description

We are excited that you’re interested in a career in Student Affairs and we know a graduate assistantship in the Career and Professional Development Center 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 the Career & Professional Development Center, we are committed to offering you a second year assistantship. The Career & Professional Development Center 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 begin working with students as a career coach in a 1:1 setting. 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. You will begin taking on career coaching in the first year, after in-depth training.

- **Campus Collaboration** - partner with 1-2 campus departments to coordinate programs, events, and resources that will increase the Career Center’s presence on campus.

- **Presentations** – our Graduate Assistants will get some hand-on experience presenting and leading workshops for students, whether in events like our Career Conference, Career Fair Preparation events, etc.

- **Event Planning** – co-chair our Graduate School Fair where you’ll coordinate logistics, plan marketing, and collaborate with other institutions in the state.

- **Project Work** – We have many initiatives happening in the Career Center, and we want to get you involved in some project and initiatives that would be of interest to you. Whether that is getting involved in some assessment, marketing, internships, employer engagement, programming, or academic partner initiatives.
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
- Time management skills, and the ability to multi-task

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 the Career & Professional Development Center and graduate assistantship opportunities, please contact Kelly Dries at kdries@sa.utah.edu or visit careers.utah.edu.
Dream Center Graduate Assistant Application  
Application Deadline: January 12, 2018 at 11:59 PM.

About the Dream Center:
The Dream Center at the University of Utah Office Of Engagement works holistically with undocumented students (with and without DACA) and their families from college access to graduation. The Dream Center (1) engages in specialized college outreach and access strategies, (2) provides individualized mentoring and scholarship support for current and future University of Utah undocumented students, (3) promotes campus-wide advocacy and trainings for University of Utah students, faculty, staff and administration, and (4) increases community-wide awareness of policies affecting current and future University of Utah undocumented students.

About the Dream Center Graduate Assistant Position:
The Dream Center Graduate Assistant will assist current and future University of Utah undocumented students by providing them with personalized guidance, mentorship and support. Graduate Assistant will work within the Center to increase access to higher education for undocumented students through leading community and campus-wide trainings and workshops. Graduate Assistant will develop retention programs for undocumented students, as well as help raise awareness of undocumented student college access in our wider community.

Working Job Title:
Graduate Assistant (GA)

Job Summary:
Graduate Assistants will work collaboratively with Dream Ambassadors to develop and deliver thoughtful and educational programs for undocumented students (with and without DACA) in Utah.

Graduate Assistants will coordinate workshops, presentations and trainings at the University of Utah campus, as well as partner with other organizations (i.e. PK-20 institutions, nonprofit organizations, conferences, etc.) to further fulfill the Dream Center’s mission and goals. Moreover, Graduate Assistants will conduct research to develop audience-appropriate marketing materials and social media engagements strategies. Graduate Assistants will support and mentor/mentor students by answering questions about access to higher education, as well as various ways of navigating higher education. This requires graduate assistants to become familiarized with policies and programs that benefit undocumented students in the state of Utah and nationally.

Please email all application materials by January, 12 at 11:59 PM to Alonso R. Reyna Rivarola, Dream Program Coordinator, at alonso.reyna@utah.edu
Job Description:
Graduate Assistant will:
- Serve as a vital member of the Dream Center staff, participating in all essential functions of keeping the Center open for services
- Assess, address, educate and advocate for the issues and needs of undocumented students (with and without DACA)
- Develop programs, workshops or interventions as necessary for University of Utah students who identify as undocumented (with or without DACA)
- Present in schools, college and community events on access to higher education in Utah
- Develop audience-appropriate marketing and outreach materials both in print and online
- Mentor/Femtor/Advise undocumented students in PK-20 and post-traditional students from access to graduation in higher education
- Assist undergraduate students interested in pursuing graduate school

Qualifications:
- Passionate individuals who are eager to empower current and future undocumented students (with and without DACA) at the University of Utah
- Strong communication skills (verbal and written) and comfort with public speaking
- Ability to work effectively individually or in a team
- Understanding and sensitive of the needs of undocumented students and their families
- Ability to maintain confidentiality of students’ status
- Must be willing to work throughout the academic year, including evening and occasional weekends (except for school breaks)

Preferences:
- Knowledge of immigration related legislation and policies (institutional, local & national)
- Experience developing and implementing programs and educational outreach on HB 144, DACA and/or undocumented issues

Terms of Employment:
- Work 20 hours per week throughout the academic year, including occasional evening and weekends
- Attend regular staff meetings
- Adhere to all university and departmental policies
- Professionally represent the Dream Center and articulate its mission, goals, and resources

Application Materials:
- Resume/CV
- Cover Letter in which you address your interest in this position and how your experience and identities inform your work and passion for serving undocumented students
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 2018-2019 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 Mentors, 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 6, 2018. This GA position will be expected to work 20 hours per week during the 2018-2019 academic year, as well as serve a 40-hour per week internship during the 2019 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, Campus Life Mentors, and the First-Year Newsletter. 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 40 undergraduate student leaders. This GA position will be expected to work 20 hours per week during the 2018-2019 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 6, 2018. 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

**First-Year Programs Expectations (Position 2)**

• Serve on Swoop Camp Leadership Team
• Assist with the recruitment, selection, training, and supervision of undergraduate Campus Life Mentors (CLM)
• Assist with the recruitment, selection, training, and supervision of undergraduate Swoop Camp Coordinator and undergraduate Swoop Camp Captains
• Help plan all aspects of CLM, 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 Mentors
• 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 $8,000 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.*
Graduate Assistant – Programming

Overview:
The Associated Students of the University of Utah (ASUU) is the student government representing all 30,000+ 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 17 elected student representatives from the various colleges, and a Supreme Court. Five professional staff members serve as advisors to the various bodies of ASUU and fall within the department of Student Leadership & Involvement. This position’s focus will be within the executive cabinet of ASUU, working with appointed student directors programming events, initiatives, and activities for students at large. This position is ideal for individuals seeking experience in student activities who thrive in a fast paced environment.

This position will report to Erica Andersen, ASUU Programming Advisor.

Position Responsibilities:

• Serve as event planning advisor for the Philanthropy & Service, Sustainability Board, and Campus Events Board.
• Creates target outreach and marketing efforts specific to all ASUU events in collaboration with relevant on and off campus partners (IE: academic affairs/faculty, student organizations, etc.)
• Assist the Programming Advisor in supporting other ASUU programming efforts led by other boards, as needed.
• 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.

Isael Torres, ASUU Programming Advisor, 801-581-2788, itorres@asuu.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-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.
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.
Community Engagement Graduate Assistant

Overview

UtahPresents, a multi-disciplinary presenter at the University of Utah, brings diverse artistic and cultural experiences to campus and the region, exploring and enriching the human experience through the lens of creativity and the arts.

As stewards of the iconic Kingsbury Hall, we provide a valuable gathering space for community events and campus partners. Through a breadth of collaborations, UtahPresents encourages curiosity, enhances cultural vibrancy, and creates connections beyond the stage.

Position Summary

UtahPresents seeks an energetic, engaged, self-starter graduate assistant to support the community engagement department while pursuing an advanced degree at the University of Utah. The position contributes to the artistic and cultural focus of UtahPresents by supporting the community engagement department with a specific focus on development and execution of engagement activities between the roster of presented artists and our campus constituents. The community engagement department works not only on campus, but also in local K12 schools, and broadly across the regional community with a variety of partners and organizations. Engagement activities occur in a range of formats, including workshops, master classes, panel discussions, school performances, etc, all contributing to the mission of using creativity to ignite dialogue and inspire change.

The graduate assistant will report to the Community Engagement Manager. In addition to playing a key role in developing, managing, and executing campus engagement activities and connecting UtahPresents programming with student, faculty, and staff, the graduate assistant will also provide administrative support of the K12 School Programming, and assist with events planning and execution in the regional community.

Sample Job Duties

Campus Engagement

- In collaboration with the Community Engagement Manager, generate campus engagement ideas based on the roster of artists in the UtahPresents season
- Utilize existing or initiate new campus collaborations with faculty, staff and students to plan and execute activities
- Evaluate activities to improve upon program practices

K12 Programming Support

- Assist with researching and composing study guides for school matinee
- Serve as the main contact for school matinee registration coordination, including
Communicating information to listserv
- Tracking and managing registrants
- Working with the UtahPresents Finance Manager to arrange and track payment
- Assisting with day of show seating

Community Engagement
- Help plan and implement preshow events involving artists and community groups
- Assist with registration and implementation of professional development workshops

Administrative
- Assist with data collection, assessment, and reporting as needed
- Help with supply purchasing and set up for any community engagement event as time allows
- Copying, editing, and preparing documents as needed

Qualifications
- Enrolled in Master’s or PhD program at the University of Utah
- Proficiency in Microsoft Office Suite
- Ability to learn new software, such as InDesign and Formsite
- Experience with professional communication, including via email and phone
- Willingness to learn about various arts disciplines as a way to craft meaningful engagement activities
- An interest in working within the campus community to offer students/faculty/staff unique and impactful engagement through creativity
- Interest in engaged learning and its benefits, both on a campus and in a community
- Attention to detail and sound organizational skills combined with effective time management
- A steady demeanor, with an ability to work in the ever shifting environment of event planning, particularly in the context of student populations

Hours
- 20 hours per week, with accommodations for course schedules
- Schedule will vary and includes some nights and weekends

Questions? Contact Robin Wilks-Dunn, robin.wilks-dunn@utah.edu