Student Affairs Graduate Assistantship Positions
Anticipated Openings for 2019-20 (as of Nov. 5, 2018)

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 & 2) Anticipated openings within the University of Utah Student Affairs departments and other higher education institutions in the Salt Lake City area include:

- Dean of Students-Student Conduct
- LGBT Resource Center
- Orientation & Transition Programs
- TRIO-Student Support Services
- TRIO-Upward Bound
- Union (2)
- University Student Apartments
- Women’s Resource Center/Women’s Enrollment Initiative
- Salt Lake Community College – Early Alert program for Director of Academic Advising

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. 10, 2019 at 4 PM (MT).

3) Positions in University of Utah Housing & Residential Education (HRE):
- HR link to apply for the position: https://utah.peopleadmin.com/postings/84913
- More information on the position (position description, application timeline, departmental resources, etc.): https://housing.utah.edu/about-us/employment-opportunities/graduate-employment/
Overview:

The Office of the Dean of Students (ODOS) is responsible for student conduct administration (e.g., adjudicating student code violations), student advocacy (e.g., 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
- Assist in conducting benchmarking and research for the ODOS on variety of topics
- Assist the ODOS Assessment and Records Manager with assessment efforts and projects
- 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, the Student Behavior Committee, and stakeholder groups
- 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 (2019) 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,
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?
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 advocacy programs; gain practical, hands-on experience working with LGBTQIA students, staff, faculty, and community members while collaborating with other diverse populations in intersectional ways. This position works directly with the director, coordinator of education & outreach, 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 richer campus environment.

Duties and Responsibilities
The Graduate Assistant reports directly to the Coordinator of Education & Outreach at the LGBT RC and works 20 hours per week, including occasional evening and weekend hours. This two-year appointment runs from August 12th, 2019- May 15th, 2020 / August 17th, 2020-May 15th, 2021. Graduate Assistants will determine responsibilities with the Coordinator in some of the following areas:

Program Coordination
- Coordinate mentor/mentee program
- Coordinate admissions appeal mentorship program
- Support Volunteer Program
- Assist Emerging Student Leadership Program cohort in the planning and implementation of LGBT RC events including Queer Conversations and ACTION Week
- Represent the Office at various events, outreach activities, and committees
- Co-advise one or more LGBTQIA related student organizations

Assist in Additional Responsibilities
- (Co)facilitate Workshops
- Solicit donations for and help run Gay-La and Silent Auction annually
- Participate occasionally as a staff panelist
- Plan and facilitate events coordinated by others
- Supervise office in absence of full-time staff
- Contribute to an atmosphere of accountability in the center
- Welcome students into the center, ensure guests are invited to sign in, monitor printing, collect donations, answer phones and questions, etc.
- Maintain communication databases of people, photos and offices/departments
- Organize and maintain the library
- Engage in open communication to create an affirming, critical work environment
- Attend and participate in weekly staff meetings
- Attend and participate in (bi)weekly supervision meetings with the LGBT RC Coordinator
- Attend and participate in meetings with the director, as needed
- Other duties as assigned

Required Qualifications
Full-time enrollment in the Educational Leadership & Policy master degree program at the University of Utah.

Preferred qualifications
Coursework or interest in student personnel, higher education administration, gender and/or sexuality studies, ethnic or cultural studies; experience in student affairs, intercultural work, sexuality education, or social justice programming. A firm understanding of diverse (a)genders and (a)sexualities, racial and ethnic diversity, and social justice is essential.

**Compensation**
Tuition waiver and stipend

**To Apply**
- Cover letter
- Resume
Graduate Assistant | Position Description

Mission Statement
The Office of Orientation & Transition (O&T) welcomes each new University of Utah student and their family and connects them 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. To create an environment that promotes this and student success, our staff provides key programs and activities focused on orientation, transition, and retention. These include intentional orientation and welcome programs, first-year and second-year student programs, transfer student programs, parent and family programs, and communications.

Through these key activities, our staff aspires to create an environment where all students feel 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 excellence. We 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 Community | Advocate for Social Justice | Pursue Growth & Learning

About Us
Office of Orientation & Transition 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, Sophomore Rise, and Parent & Family Programs. To support these efforts, O&T 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.

Graduate Assistant for Orientation & Transfer Programs

The Graduate Assistant for Orientation & Transfer Programs takes on a professional role within O&T and supports all areas of the office. The GA is given the opportunity to contribute ideas and shape all aspects of O&T programs. Specifically, this GA works with New Student Orientation, Leadership 3960 (OL Training Class), Parent Programs, Sophomore Rise, 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. Preference will be given to candidates who can start on or before August 5, 2019. This GA position will be expected to work 20 hours per week during the 2019-2020 academic year, as
well as serve a 40-hour per week internship during the 2020 summer. 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 O&T Expectations*
- Serve as a staff member within O&T, and as such represent the office, the Division of Student Affairs, and the University of Utah with professionalism and good judgment
- Integrate O&T Core Values into daily work and interactions
- Develop positive working relationships with all full-time, graduate, and undergraduate O&T staff
- Hold regular office hours at least four days a week, with at least 16 set hours weekly
- Participate in ongoing professional development, attend O&T staff meetings, complete O&T and Student Affairs diversity training modules, and support UGS & Enrollment Management initiatives
- During academic year, support all O&T 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

*Transition Programs Expectations*
- Assist in the recruitment, election, training, and supervision of peer mentors and orientation leaders
- Assist with Sophomore Rise, Parent Programs, and New Student Orientation
- Develop monthly Newsletters and communications of transition programs

*Orientation Expectations*
- 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

*Welcome Week Expectations*
- Take ownership for implementation of specific projects within Welcome Week as assigned
- Assist with signature Office events
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<tr>
<th>Date</th>
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<tr>
<td>Aug 5</td>
<td>GA Fall Semester Begins</td>
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<td>Aug 16</td>
<td>New Student Orientation/Parent Reception</td>
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<td>Aug 17</td>
<td>New Student Welcome</td>
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<td>Aug 19-30</td>
<td>Welcome Week</td>
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<td>Aug 21</td>
<td>Fall Classes Begin</td>
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<td>Aug 23</td>
<td>PlazaFest/Swag Swap</td>
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<td>Aug 24</td>
<td>CLM &amp; CM Kickoff</td>
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<td>Aug 25</td>
<td>Class of 2023 Block U Picture/Crimson Nights</td>
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<td>Sep 2</td>
<td>Labor Day Holiday</td>
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<td>Oct 4-6</td>
<td>Parent &amp; Family Weekend</td>
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<td>Oct 6-13</td>
<td>Fall Break</td>
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<td>Nov 28-31</td>
<td>Thanksgiving Break</td>
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<td>Dec 6</td>
<td>Fall Classes End</td>
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<td>Dec 15</td>
<td>GA Fall Semester Ends</td>
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<td>Jan 2</td>
<td>GA Spring Semester Begins</td>
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<td>Jan 6</td>
<td>Spring Classes Begin</td>
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<td>Jan</td>
<td>Welcome Week Planning Begins</td>
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<td>Jan 13</td>
<td>MLK Day Holiday</td>
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<td>Feb 18</td>
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<td>March 15-22</td>
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<td>April</td>
<td>Peer Mentor Institute</td>
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<td>May 8</td>
<td>GA Spring Semester Ends</td>
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<td>May 11</td>
<td>GA Summer Internship Starts</td>
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<td>May 13</td>
<td>OL Intensive Training</td>
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<td>June-July</td>
<td>New Student Orientation</td>
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<td>August 7</td>
<td>GA Summer Internship Ends</td>
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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 TRIO Student Support Services (SSS), an educational support program for first generation, low-income and students with disabilities who are seeking their first bachelor’s degree. The SSS Program serves qualified admitted students at the university and provides students with academic advising, tutoring, financial aid assistance, career exploration and course offerings in math, writing and first year experience (tuition free to those who qualify) as well as disburses $30,000 of scholarships to participants in the program each year. This program is funded by the US Department of Education, Office of Post-secondary Education.

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; and Presentation skills and techniques.

**Graduate Assistant duties:**

1) Oversight and management of TRIO Peer Navigator 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 with the development and delivery of course content for the Undergraduate Studies (UGS) 1010 course offered through the SSS program.

**For more information contact:**

Maria Baldwin
Associate Director, Federal TRIO Programs
801/581.7188
mbaldwin@sa.utah.edu
TRIO Upward Bound (UB) Program
University of Utah
www.trio.utah.edu

TRIO is a set of federally-funded college opportunity programs that motivate and support low-income, first generation, and disabled students 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 TRIO Upward Bound, an educational outreach program for first generation, and low-income high school students in the Salt Lake Valley. Upward Bound is intended to assist with high school completion and entrance into post-secondary education. The TRIO Upward Bound (UB) Program at the University of Utah is an educational outreach program for first generation, and low-income high school students and is intended to assist with high school completion and entrance into post-secondary education. The UB Program serves students enrolled at East, West, Highland and Kearns High Schools and provides academic advising, tutoring, exam preparation assistance, financial aid assistance, career exploration and an intrusive and comprehensive summer College Success Academy. This program is funded by the US Department of Education, Office of Post-secondary Education.

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 Student Individual Success Plans.
2) Coordinate outreach efforts with local community agencies and high schools.
3) Assist with creation and distribution of promotional materials.
4) Assist UB advisors with initial intake process, including eligibility and needs assessment.
5) Assist with presentation of workshops on admissions process, financial literacy, scholarships and other college related information to students and parents.
6) Assist with the development of the Parent Success component.
7) Other duties as assigned

For more information contact:
Chris Macias
Coordinator, TRIO Upward Bound
801/581.7188
cmacias@sa.utah.edu
The A. Ray Olpin Union is the community center of campus that complements the academic mission of the University. The Union cultivates an environment that serves students by providing social, cultural, leadership and co-curricular opportunities. The Union values diversity and promotes a safe and welcoming atmosphere where students are inspired to realize their potential.

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

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

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

3) **Programming** – This assistantship allows the graduate student to co-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.
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 $16,000 for 9-month contract beginning August 15, 2019 with optional summer employment.
- $1,200 in professional development funds.
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 Women’s Enrollment Initiative was launched in 2015 to help recruit, retain, and graduate women at the University of Utah. These two offices work in a collaborative model and share the Graduate Assistant. Our team is committed to social justice and often engages in campus/community social justice issues.

The primary role of a graduate student assistant that works across the Women Resource Center’s programming and the Women’s Enrollment Initiative’s programming is that a student will gain experience, knowledge and skills in student advocacy across generational pathways; become familiar with planning, organizing and leading programs; identify and understand educational barriers for students across gendered, racialized and classed experiences; acknowledge and work to minimize the impacts of these barriers; and all this while incorporating their own strengths and knowledge to accomplish these learning outcomes.

The types of opportunities will include:

**Programming:** Some programming is weekly and other programming will include one-time events that involve campus and community organizations. This includes Women’s Week, Women’s Leadership Summit, Pride Week, Go Girlz, Lean-In Series, GEM Series, etc. and any new programming for the academic year that will be initiated by the WRC/WEI.

**USTART** 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.

**Office/team responsibilities:** 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. This also includes participation in full staff meetings.

*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 will work with a variety of student populations and groups on and off campus. The graduate assistant would work with all staff members at the WRC and the WEI.

For more information contact:

Debra Daniels
Director, Women’s Resource Center, AVP Women’s Enrollment
801-581-8030 or ddaniels@sa.utah.edu
Salt Lake Community College Graduate Assistantship Job Description
2018 – 19

Reports to Assistant Director 2, Academic Advising

Work location: Student Center
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 provide powerful positive encouragement to students.

Job Responsibilities:
1. Work with the Director and Assistant Director of Academic Advising 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 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
• Pursing 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, Director, Academic Advising
801-957-4493
ashley.sokia@slcc.edu