



## Student Affairs Graduate Assistantship Positions Anticipated Openings for Fall 2020 (as of Nov. 1, 2019)

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:

- Office of Fraternity & Sorority Life
- Career & Professional Development Center
- David Eccles School of Business: Office for Student Inclusion
- TRIO and Upward Bound
- UTAH Present Community Engagement
- Office of Equal Opportunity/Affirmative Action
- Financial Wellness Center
- University Student Apartments (USA)
- Office of Orientation and Transition (2 Positions)
- Dream Center
- Bennion Center

In most cases, the above GA positions include an estimated stipend of \$16,000 for the academic year and includes a full tuition waiver w/fees. Positions are for one year, with the opportunity for renewal for a second year.

***\*\*Please read each position carefully for unique details on compensation.***

*If you are interested in a graduate assistantship in Student Affairs (Group 1), notify Marilyn Howard at [marilynn.howard@utah.edu](mailto: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. 9, 2020 at 4 PM (MT).*



LOVE LIFE. LOVE COLLEGE.  
LOVE LIVING ON CAMPUS.

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

- You need to apply with U of U Housing & Residential Education as well as the ELP M.Ed. in Student Affairs application. More information on the position (position description, application timeline, departmental resources, etc.): <https://housing.utah.edu/about-us/employment-opportunities/graduate-employment/>



# Office of Fraternity & Sorority Life

## STUDENT AFFAIRS | THE UNIVERSITY OF UTAH GRADUATE ASSISTANT POSITION DESCRIPTION

### OVERVIEW:

The Graduate Assistant will report to the Assistant Director of Fraternity & Sorority Life. Currently, the University of Utah is home to eighteen (18) inter/nationally recognized Greek-Letter fraternities and sororities with approximately 1,600 undergraduate members. With the support of student leaders who serve on the Panhellenic Council, Interfraternity Council, and Greek Programming Board, the fraternity and sorority community hosts annual events such as New Member Orientation, Sophomore Leadership Retreat, Homecoming programming including SongFest, men's and women's recruitment events, multiple educational programs, Greek Week and a variety of other events and initiatives throughout the year. Additionally, the Office of Fraternity & Sorority Life operates using a Rotational Programming Model and a Chapter Accreditation Program to drive performance and improvement of chapter operations and member experience.

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 positions within higher education. The Office of Fraternity & Sorority Life is a fast-paced, team-driven environment with many stakeholders. This is a two-year commitment (contingent on performance) with elevated responsibilities and opportunities during the successful candidate's second academic year in the role.

### Position Responsibilities:

The Graduate Assistant will work an average of 20 hours per week in the office. Some evening and weekend hours will be required. A majority of this time will be spent in contact with students and planning and implementing programs and initiatives. Specific responsibilities will include, but are not limited to:

- Serve as the primary advisor to the either the Interfraternity or Panhellenic Council;
- Coach a portfolio of approximately 4-5 chapters;
- Help plan and execute annual educational programs and initiatives including New Member Orientation and Sophomore Leadership Retreat;
- Support recruitment efforts each semester;
- Perform administrative duties as assigned;
- Serve on various committees associated with representing the Office of Fraternity & Sorority Life;
- Oversight and management of tracking organizational progress within the Chapter Accreditation Program;
- Development of social media campaigns and management of the Office's social media accounts;
- Serve as a liaison to and collaborate with various campus partners such as Center for Student Wellness, Career & Professional Development Center, Student Leadership & Involvement, Union Administration, Housing & Residence Education, and the Office of Student Conduct & Community Standards;

### Required Qualifications:

- Completed Bachelor's degree from an accredited university/college and enrollment in the Educational Leadership & Policy graduate program
- Excellent leadership, administrative, interpersonal, and communication skills;
- Experience and/or interest in giving presentations to a variety of groups including students, faculty/staff, families, and community members;
- Familiarity with fraternities and sororities, or an interest to learn about them
  - *Fraternity/sorority membership is preferred, but not required*

### Questions:

Please contact Jess Turuc, Director of Fraternity & Sorority Life, at [jturuc@sa.utah.edu](mailto:jturuc@sa.utah.edu) with any questions.

## University of Utah Career & Professional Development Graduate Assistant Description

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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 Allison Musser ([amusser@sa.utah.edu](mailto:amusser@sa.utah.edu)) or visit careers.

**David Eccles School of Business: Office for Student Inclusion**  
<https://eccles.utah.edu/programs/undergraduate/office-for-student-inclusion/>  
**Graduate Assistant Position**

**About the Office for Student Inclusion:**

The Office for Student Inclusion (OSI) is a place for all students to feel welcome. OSI provides holistic support for diverse student populations through scholar programs, networking and community-building events, and more.

**Our Programs:**

- *First Ascent Scholars*
  - The First Ascent Scholars program cultivates, encourages and enables academically focused students with significant financial need to attend the Eccles School and connect with the University of Utah, local and global community while reaching their full academic potential. Through academic, social and emotional support, the program seeks to create student success and advocacy.
- *Opportunity Scholars*
  - The Opportunity Scholars program provides retention resources such as tutors, mentors, internships, advising, counseling, financial assistance, etc. to incoming freshman with diverse backgrounds and experiences.
- *High School Outreach*
- *One Refugee Partnership*
- *Inclusion Week*

**About the OSI Graduate Assistant Position:**

OSI seeks an energetic graduate assistant interested in student support services and campus partnerships. OSI programs provide wrap around services for scholars, and seek support in planning and implementing student engagement activities, providing mentorship to scholars, as well as assisting the director in OSI program development. The Graduate Assistant will report to the OSI Director, as well as assist OSI program managers.

**Job Duties:**

1. Serve as a vital member of the program staff, participating in all essential functions of program support services (example: assist in planning monthly engagement activities)
2. Track student progress through monthly one-on-one student check in appointments
3. Assess, address, educate and advocate for the issues and needs of underrepresented student populations and students with high financial need to attend college through program assessment tools and campus partner engagement
4. Prepare program and student progress reports in collaboration with director.
5. Mentor scholars through individual meetings and participation in monthly events.
6. Develop programs, workshops or interventions in partnership with director
7. Assist in planning student experiential learning opportunities, including outdoor adventures, domestic and international travel.

**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
- Passionate individuals who are eager to engage in creative change for underrepresented student populations
- Strong communication skills (verbal and written) and comfort with public speaking
- Ability to work effectively individually or in a team
- Understanding and sensitivity to the needs of underrepresented student groups and their families
- Must be willing to work throughout the academic year, including evening and occasional weekends
- International and/or domestic travel required

- Proficiency in data management and MS Excel.

**Preferences:**

- Counseling or related experience in student social/emotional support

**Terms of Employment:**

- Work 20 hours per week throughout the academic year, including occasional evening and weekends
- Attend all travel dates
- Attend all meetings (monthly)
- Adhere to all university and departmental policies

**Application Materials:**

- Resume/CV
- Cover letter

Send application material to Victoria Cabal at [victoria.cabal@eccles.utah.edu](mailto:victoria.cabal@eccles.utah.edu) or call with questions 801-585-0872.



**TRIO Upward Bound (UB) Program**  
**University of Utah**  
[www.trio.utah.edu](http://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](mailto:cmacias@sa.utah.edu)



## 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. The community engagement department works with campus, schools, and community to broaden the artistic and cultural experience of people by hosting and arranging events outside the public performances, such as school matinees, master classes, professional development workshops, preshow receptions and demonstrations, etc.

The graduate assistant will report to the Community Engagement Manager. The graduate assistant will support creating campus connections with students and departments, administrative support of the K12 School Matinee program, and assist with events planning and execution.

### Job Duties

- Research and compose study guides for each school matinee (average of 6-7 per year)
- Arrange meetings on campus with groups that may be interested in community engagement events, such as lectures and master classes, with different artists in the UtahPresents season
- Help plan and implement preshow events involving artists and community groups
- Be in charge of registering groups for school matinees including but not limited to
  - Compose registration form on Formsite
  - Send out registration information to listserv
  - Track and manage registrants
  - Keep track of how many people can attend a matinee
  - Follow up communication with all registrants regarding their status whether they are confirmed, waitlisted, or declined
  - Work with Finance Manager to arrange payments from the registrants for the matinees
  - Track those who haven't paid and follow up with them
- Work with Event managers regarding seating map for schools and senior citizens
- Assist when possible at school matinees for load-in and seating
- Assist with registration and implementation of professional development workshops
- Assist with data collection, assessment, and reporting as needed
- Help with supply purchasing and set up for any community engagement event as time allows
- Administrative duties such as making copies, tracking supplies, etc.

### Qualifications

This position requires

- Knowledge of Word Suite (Word and Excel)
- Knowledge of InDesign (this can be learned as part of training)
- Ability to compose and reply to emails with professionalism and proper grammar usage
- Ability to talk on the phone to teachers and patrons of community engagement events with courtesy and

professionalism

- Ability to present dynamically to groups of all ages with enthusiastic and engaging manner
- Learn to use Formsite registration tool
- Possessing a driver's license and vehicle a plus but not a requirement (mileage for events off campus will be reimbursed)

**Hours**

- 20 hours per week
- Primarily mornings with some duties to be performed in the afternoon and evening as school schedule allows.



# Office of Equal Opportunity and Affirmative Action

## Graduate Assistant Position Description

### Overview

The Office of Equal Opportunity and Affirmative Action (OEO/AA) is responsible for overseeing the University's compliance with University Policy and various state and federal regulations related to discrimination and sexual misconduct. The OEO/AA is a resource for students, staff, faculty and other University community members who wish to report and address issues of discrimination and/or sexual misconduct. Responses to these complaints may include such action as connecting parties with supportive resources across campus, addressing complaints through informal resolution options, conducting formal investigations to determine whether or not conduct has occurred which would violate the discrimination or sexual misconduct policies, and conducting outreach and training education related to discrimination and sexual misconduct policies and prevention.

The Graduate Assistant will assist primarily in the intake role--meeting and interacting with individuals who wish to report discrimination and sexual harassment either because of their role as a mandatory reporter, or because they believe they've been subjected to inappropriate behavior themselves. The Graduate Assistant will report to the Director of the OEO/AA/Title IX Coordinator. The primary responsibility for this position is to work with the Intake Specialist to triage reports of alleged sexual misconduct and discrimination under Title IX and other non-discrimination laws, as defined by University policies. The Coordinator will acknowledge complaints and provide the initial response to complainants; conduct other preliminary fact-finding as required to assess the allegations under applicable university policies and procedures; schedule and perform intake interviews; interpret and/or advise complainants of university policy; provide referrals and resources to individuals affected by sexual misconduct and other forms of discrimination; propose Title IX interim protective measures as needed for sexual violence and harassment complaints under University Policy and Title IX, and submit recommendations to the Title IX Coordinator for approval. This position will work closely with the Intake Specialist and Director/Title IX Coordinator to coordinate the disposition and transfer of cases to investigators to adequately address complaints.

This position will provide those interested in the field of discrimination, sexual misconduct and Title IX in higher education with a practical setting. The duties will include meeting with students, staff, and faculty, appropriate record keeping, and working with a variety of partner offices around campus to ensure that appropriate actions are taken in response to reports of discrimination and sexual misconduct. The duties will also include ensuring that those impacted by potential discrimination and/or sexual misconduct are provided with outreach and information related to their options to address the issue and campus support resources.

### 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 the time will be spent on issues involving members of the University community and reports of discrimination and/or sexual misconduct. Specific responsibilities will include, but may not be limited to, the following:

- Become familiar with University nondiscrimination policies and associated laws
- Assist and maintain accurate records through i-sight, the OEO/AA case management database
- Provide some administrative support for OEO/AA including answering phones, receiving visitors to the office and some clerical duties
- Present education and awareness information at orientations and trainings for staff, students and faculty
- Attend OEO/AA staff meetings and other meetings with OEO/AA partner offices
- Serve as a resource to students, staff, faculty and community members seeking information related to the University's discrimination and sexual misconduct policies
- Work and collaborate with campus partners, such as Center for Student Wellness, Office of the Dean of Students, Department of Public Safety, Human Resources, Housing and Residential Education, etc.
- Other duties as assigned

Preferred Qualifications: Strong attention to detail - Excellent interpersonal, communication, and writing skills - Ability to respect confidentiality of sensitive records and maintain professionalism and neutrality - Interest in policy research, development, and implementation related to discrimination and Title IX - Experience giving presentations to a variety of

groups including students, faculty/staff, etc.

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

From your perspective, what does equal opportunity in the setting of Higher Education mean to you?

# **Financial Wellness Center**

## **(Formerly Personal Money Management Center)**

### **Financial Peer Mentor Graduate Assistantship**

#### Overview of Department

The Financial Wellness Center provides professional, competent and confidential counseling for student success, retention and assistance in achieving lifelong financial health. The Center teaches, develops, creates, facilitates and partners to hold a variety of events centered on current financial topics. The Center also trains and teaches undergrad students in personal finances to become peer to peer mentors.

Financial counseling is the foundation to a solid financial future. Research indicates that once individuals gain knowledge and resources through counseling and education, they can begin to prepare for their future and present needs, and meet their individual goals. Financial counselors and educators help move individuals and families along a path through behavioral adjustments.

Our center, staffed with professional and qualified counselors and educators, is able to help students through a variety of complex issues. We are equipped to navigate our students through financial crises such as credit and debt issues, creation of a financial survival plan for college, planning for tuition and fee payments, as well as work with students to develop and implement effective spending plans, eliminate debt, build savings and create meaningful solutions to maintain financial stability and reach the client's financial goals.

#### Overview of Position

The Financial Peer Mentor Graduate Assistant plays a key role in helping the Financial Wellness Center accomplish our mission. The GA will provide individual peer mentoring and outreach presentations to students on a variety of financial topics. The GA will serve as the lead trainer of undergrad student mentors and volunteers in the tax preparation program. The GA will be supervised by Ann House, Director of the Center, who will provide weekly supervision meetings.

#### Responsibilities

Serve as peer mentor educator and planning peer mentor activities

Creates target outreach and marketing efforts specific to peer mentor events in collaboration with relevant on- and off-campus partners

Lead presenter to student classes, workshops, and off-campus student groups (TRiO, high school students, orientation breakout sessions, etc)

Tax liaison between the Financial Wellness Center, Beta Alpha Psi, International Student and Scholar Services, and the VITA community

Other duties as assigned

#### Qualifications

Enrolled in a Master's program at the University of Utah

Passionate about learning and understanding the micro-finance world and its impact on consumers

Desire to work closely with students to improve their financial wellbeing

Ability to maintain confidentiality of students' status

Strong communication skills and comfort with public speaking

Experience in student leadership and teaching peers

#### Compensation and Hours

20 hours/week (1-2 mid-day weekend hours)

\$16,500 Stipend for the 2018/2019 academic year

Full tuition waiver managed by the ELP department

#### Contact

Ann C. House, MS, AFC®

Director, Financial Wellness Center, The University of Utah

Olpin Student Union Building #317

801-585-3886 (Office)

# 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 (preferred) 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 \$16,500 for 9-month contract beginning August 15, 2020. Preferred 12-month option estimated at \$22,000 with summer employment in 2021
- \$1,200 in professional development funds.



## Graduate Assistant | Position Description

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### 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 four 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.

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## **Graduate Assistant for Orientation & Transfer Programs**

### **Position 1: Graduate Assistant for 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 Transfer Programs including Crimson Mentors, Crimson Transfer Honor Society, Transfer Newsletter, 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 Mentors, 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 10, 2020. This GA position will be expected to work 20 hours per week during the 2020-2021 academic year, as well as serve a 40-hour per week internship during the 2021 summer for New Student Orientation. 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 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 First-Year Programs including Campus Life Mentors, First-Year Newsletter, 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 New Student Programs reports directly to the Assistant Director, and has supervisory responsibility for the Campus Life Mentors and up to 40 undergraduate student leaders. Preference will be given to candidates who can start on or before August 10, 2020. This GA position will be expected to work 20 hours per week during the 2020-2021 academic year, as well as serve a 40-hour per week internship during the 2021 summer for New Student Orientation. 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 O&T 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 Academic Affairs, Undergraduate Studies(UGS) 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 weekly 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 and contract 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 student leaders
- Assist with Welcome Week, Sophomore Rise, Parent & Family 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(OL) and Orientation Team Leaders (OTL)
- Assist with the planning and implementation of OL Retreat, OL Training and OL Banquet

- 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

**Compensation:**

This GA position will be compensated through an academic year stipend of \$8,250 per semester, which will be paid on the 7<sup>th</sup> and 22<sup>nd</sup> of each month August-May. Additional professional development funds may be provided at the discretion of the O&T Director. It is expected that these funds will support a first- year graduate student attending a regional conference.

*The Office of Orientation & Transition complies with the University of Utah's Nondiscrimination and Disability Access Statement. Hiring is based on the successful completion of a background check.*





## **Dream Center Graduate Assistant Application**

### **Academic Advising**

#### **About the Dream Center:**

The Dream Center in the Office of Undergraduate Studies works holistically with undocumented students and mixed-status families from college access to graduation. The Dream Center (1) engages in specialized college outreach and access strategies, (2) provides individualized advising 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.

#### **Working Job Title:**

Graduate Assistant (GA)

#### **Job Summary:**

Graduate Assistant will work collaboratively with Dream Center staff to deliver thoughtful and strategic academic advising for undocumented students (with and without DACA).

Graduate Assistant will serve as the primary advisor for the Dream Center and work to support and mentor students and families by answering questions about access to higher education, as well as supporting them in strategizing various ways of navigating higher education. This requires graduate assistant to become familiarized with policies and programs that benefit undocumented students at the national, state and institutional level.

Graduate Assistant will serve as an on-site co-advisor for the Dream Ambassador program, a leadership develop program for undocumented students and allies seeking to increase access to higher education for undocumented students (with and without DACA) in Utah.

#### **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 on behalf of undocumented students (with and without Deferred Action for Childhood Arrivals [DACA])
- Mentor/Advise undocumented students in PK-20 and post-traditional students from access to graduation in higher education
- Develop strategies for academic success and interventions as necessary for students who identify as undocumented
- Assist undergraduate students interested in pursuing graduate school

#### Qualifications:

- Minimum 1-year experience advising historically marginalized populations
- Passionate and eager to empower current and future undocumented students (with and without DACA) at the University of Utah
- Strong interpersonal skills and comfort with public speaking
- Ability to work effectively individually with little supervision and collaborate to achieve goals in a team
- Understanding and sensitive of the needs of undocumented students and their families
- Ability to maintain confidentiality of students' status

#### Preferences:

- Knowledge of immigration related legislation and policies (institutional, local & national)
- Knowledge of University of Utah advising systems and processes
- Personal connection to undocumented experiences

#### Terms of Employment:

- Work 20 hours per week throughout the academic year with consistent fixed office hours, 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

### **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 BobbiJo Kanter at [bobbijo.kanter@utah.edu](mailto:bobbijo.kanter@utah.edu)