

UConn Connects Graduate Assistant Office of First Year Programs and Learning Communities

Job Description

The Office of First Year Programs and Learning Communities, under the Institute for Student Success at the University of Connecticut, is seeking a Graduate Assistant to coordinate UConn Connects as well as assist with a variety of other Academic Support Programs and Peer Education initiatives.

The incumbent will directly report to the Assistant Director of Academic Support. Alongside the Assistant Director, the incumbent will execute necessary programmatic duties and responsibilities. This position will assist in coordinating UConn Connects, a university-wide academic program that oversees 200-450 student participants and 100-150 student and staff facilitators. UConn Connects is an academic intervention program that provides one-on-one support to help students build strong academic skills. UConn Connects invites students who are on scholastic probation and/or subject to dismissal to participate in the process coaching program. However, some students volunteer to participate and work with a facilitator on a regular basis. Facilitators meet with student participants regularly throughout the semester and provide individualized support to help them achieve their academic goals. In addition, this position will work closely with the Academic Achievement Center (an academic coaching center that provides students with individualized study strategies). The incumbent will also meet with students individually to assess their academic needs and help them develop effective study strategies.

Responsibilities will include but are not limited to the following:

- Recruit new undergraduate, graduate, faculty, and staff facilitators
- Train and support new facilitators and follow up with individual meetings throughout the semester
- Co-teach a three credit internship course (HDFS 3080) for undergraduate facilitators
- Monitor and maintain the UConn Connects Database and Listserv
- Serve as a UConn Connects facilitator for at least two students per semester
- Coordinate monthly facilitator luncheons or other facilitator development opportunities
- Track participating students' progress
- Collect data and write end-of-semester reports
- Teach one or two First Year Experience (FYE) class per semester
- Plan and execute various program events

Requirements:

Two year commitment in addition to winter break with the option of working over the summer. Evening hours may be occasionally required. Professional experience preferred.

Candidates must possess exceptional interpersonal and communication skills, strong organizational skills, the ability to manage multiple priorities, and the willingness to work and communicate effectively with diverse populations and as a team. Proficiency in Microsoft Office Suite and ability to learn new software is crucial. High standards regarding accuracy and attention to detail. Ability to use experience and good judgment to make appropriate decisions. Excellent troubleshooting skills. Candidates should have an interest in learning about First Year Program & Learning Communities initiatives.