



**Graduate Assistant
Dean of Students Office/Off-Campus Student Services**

Position Description:

The Graduate Assistant for the Dean of Students Office and Off-Campus Student Services will report to the Associate Dean of Students and the Director of Off-Campus Student Services within the Dean of Students Office. The Graduate Assistant will assist in the coordination of services, education, programs, and resources for UConn students and their families.

Duties and Responsibilities:

- Meet with students on a walk-in/appointment basis, making referrals as appropriate. Through intentional conversations, help students to learn to problem solve and strengthen their individual self-advocacy skills.
- Assist with office research projects, including the planning of assessment strategies and implementation.
- Contribute to the planning and coordination of Off-Campus Student Services programs/events as needed.
- Provide programmatic support for both the Dean of Students Office and Off-Campus Student Services.
- Assist with Orientation Resource Fairs and Admissions' Open House events.
- Assist with the hiring, training and supervision of student employees.
- Serve on various University and Division of Student Affairs committees as needed.
- Participate in the functions of the office as needed, including answering phones, responding to front desk customers, etc.
- Maintain office hours, attend supervision and staff meetings.
- Participate in evening and weekend events, as required.
- Fulfill other duties as assigned.

Qualifications:

- Enrollment in the University of Connecticut Higher Education and Student Affairs graduate program for the duration of the assistantship assignment.
- Experience working with college students.
- Computer literacy and competency, particularly with programs in Microsoft Office (Word, Excel, PowerPoint, and Publisher) and social networking sites (i.e. Facebook, Twitter, etc.).
- Ability to work as part of a team and be flexible in prioritizing assigned responsibilities.
- Sensitivity to and having an understanding of the diverse academic, socio-economic and cultural backgrounds of students and their families, while establishing, maintaining and fostering a positive working relationship with relative constituents.
- Possess a valid Driver's license.

Revised: December 22, 2014