

Graduate Assistantship

Honors Programming and Events Office
Higher Education and Student Affairs

Job Description: Graduate Assistant for the Honors Programming and Events Office. Under the general supervision of the Assistant Director for Honors Programming and Events, the graduate student assists professional staff in executing student affairs work in an Honors Program setting. The Honors Program works closely with 1750 high achieving students and is a member of the Enrichment Programs unit. Through a variety of student organizations, classroom activities, programs, and group and individual interactions, the Honors Programming and Events staff seek to connect students to opportunities in Honors and throughout the university, provide students support when they are faced with challenges and help students develop their talents and interests.

This assistantship is a 20 hour per week, 9 month appointment to begin in August; evening or weekend hours may be required. Employment may also be available during University breaks and the summer.

Honors students participate in a variety of academic and co-curricular opportunities including advanced coursework, close working relationships with faculty, study abroad and away opportunities, and a host of lectures, skill developing activities, leadership activities, and Honors student organizations.

The graduate assistant will engage in advising and/or working with Honors student organizations and honors learning community resident assistants on special events. This person will have the opportunity to participate in classroom activities offered by the Honors Program and may support opportunities away from campus such as the Honors Alternative Spring Break trip. This person will assist with teaching and administrative preparations for the INTD program which is the Honors first year seminar that has the goals of helping students to transition successfully to UCONN and to the Honors Program. Teaching opportunities will occur with the facilitators of the class who are current sophomore Honors students. Additionally, this person will assist with residential learning community training during the week leading up to the opening of the residence halls and developing relationships with residential life learning community partners throughout the academic year.

Scope of Work:

1. Organizations-student organization training and development
Assist with the advisement of any of the four Honors Student Organizations and help support them in the creation and execution of special events.
2. Events (Family Weekend, Fall Honors Ceremony, Open House, Professional Development Conference)
Provide direction and support for events that are Honors-related that involve

constituents to include, but not limited to, families of current students, current students, prospective students, and alumni.

3. Teaching
Assist with our education suite of classes that support the INTD program including EGEN 3092 and EGEN 3200.
4. Honors Alternative Spring Break
Assist students in preparing for the trip, functioning as advisor to student leaders. Attend trip as needed.
5. Preparation for significant program startups
Assist week before August student move in.
Help prepare packets of information for INTD faculty and facilitator training, assist in delivery of information to student groups, help prepare materials for various student orientation sessions.
6. Attend meetings as assigned.
Attend Honors Programming and Events meetings and larger Honors staff meetings to learn about organizational communication and culture.
7. Engage in the support of Enrichment Programs as needed.
8. Communications
Alert students to opportunities, develop marketing materials for events.
9. Other duties as assigned

Qualifications:

Must be a graduate student in the Higher Education and Student Affairs Master's degree program

Excellent verbal and written skills

Strong interpersonal skills and ability to work effectively with students, faculty, staff, administrators, as well as parents

Excellent organizational skills and the ability to work well as a part of a team and independently

Enthusiasm and commitment to working with a diverse population of students

Willingness to learn

Computer literacy in Microsoft Outlook, Word, PowerPoint, Excel, and Publisher with an interest in social media