



**Graduate Assistant for Outreach and Advocacy Services
Office of Student Services & Advocacy*
Dean of Students Office**

Position Description:

The Graduate Assistant for Outreach and Advocacy Services will report to an Associate Director within OSSA and will assist in the coordination of services, education, programs, and resources for parent/family relations and student advocacy.

Duties and Responsibilities:

- Meet with students on a walk-in/appointment basis to identify reason for coming to the office, making referrals as appropriate. Through intentional conversations, help students to learn to problem solve and strengthen their individual self-advocacy skills.
- Assist with the communication and outreach to regional campus and campus change students.
- Assist with office research projects, including the planning of assessment strategies and implementation.
- Maintain topical and informational resources on the Division of Student Affairs Parents and Family website.
- Contribute to the planning and coordination of Off Campus Student Services programs/events as needed.
- Assist with the development of strategies for outreach to parents and family members of students.
- Assist with the coordination of distance learning opportunities for parents and families.
- Assist with Orientation Resource Fairs and Admissions' Open House events.
- Provide programmatic support for the Office of Student Services and Advocacy initiatives, including granting permission to reschedule final.
- Represent the Office of Student Services and Advocacy on various University and Division of Student Affairs committees.
- Participate in the functions of the office as needed/appropriate, 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.

*The Office of Student Services and Advocacy will be renamed the Dean of Students Office effective May, 2014.

Revised: January 2014