

**Graduate Assistantship
Office of the Vice President for Student Affairs**

Position Summary:

The graduate assistant to the Office of the Vice President for Student Affairs (OVPSA) assists with diverse aspects of the functioning and delivery of senior programming including: marketing, event planning, Senior Year Experience (SYE) course delivery, and communications. Additional responsibilities include work on Division-wide initiatives and coordination of the Huskies Away from Home program. The GA will report to the Alumni Relations Coordinator and work closely with office staff on various projects. Specific duties and responsibilities are subject to change based on office needs.

Specific Duties and Responsibilities:

Assist in the administration of the Senior Year Experience (SYE) course

- Maintenance of the course HuskyCT website, preparation of course materials, coordination of facilitators, and communication with students
- Communication with, and coordination of, course presenters
- Facilitate a section of the SYE course depending on staffing needs

Assist in the coordination of STEP initiatives

- Manage social media communications including Facebook, Twitter, Instagram & Pinterest
- Assist with maintenance of the STEP website
- Aid in the marketing of programs to appropriate recipients
- Serve as initial line of communication for STEP-related inquiries
- Coordinate the publication of Senior News articles
- Assist with the programming of various senior events, including the fall Senior Kick Off and spring Countdown to Commencement

Additional Duties

- Stay aware of emerging trends regarding senior year experiences and social media initiatives
- Assist with projects connected to the OVPSA on an as-needed basis
- Assist HESA Program Coordinator with events as needed (e.g. HESA Interview Days, HESA Orientation, and mock interviewing)
- Provide programmatic support for initiatives run out of the Office of the Vice President for Student Affairs, including alumni relations, stewardship, Huskies Away From Home program and development efforts.

Qualifications:

Required

- Excellent written, verbal & interpersonal communication skills
- Organized with an attention to detail
- Ability to work equally well autonomously and within a team environment
- Must be matriculated graduate student enrolled in the Higher Education and Student Affairs graduate program at the University of Connecticut

Preferred

- Experience with issues facing college seniors
- Teaching or facilitating in a classroom environment
- Event planning experience
- Experience and interest in Social Media marketing

At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse community. We encourage applications from underrepresented groups, including minorities, women and people with disabilities.