



DIVISION OF
STUDENT AFFAIRS

Graduate Assistant Off-Campus Student Services

Position Description:

The Graduate Assistant for Off-Campus Student Services (OCSS) will report to the Director of Off-Campus Student Services. The Graduate Assistant will assist in the coordination of services, education, programs, and resources for all current and prospective commuter students and their families.

Duties and Responsibilities:

- Plan and coordinate Off-Campus Student Services programs/events including Commuter Appreciation Weeks, Morning Welcomes, and various other programs/events.
- Assist in the hiring of student employees for Off-Campus Student Services; directly train and supervise student employees.
- Meet with students on a walk-in/appointment basis, making referrals as appropriate. Through intentional conversations, help students learn, problem solve and strengthen their individual self-advocacy skills.
- Assist in the coordination of presentations to internal and external agencies (i.e. Residential Life, START/RAD, clubs & organizations, etc.)
- Facilitate educational meetings with off-campus students to assist them in being good citizens.
- Assist with developing strategies to enhance the commuter student experience.
- Assist with office research projects, including the planning of assessment strategies and implementation.
- Assist with budget planning and allocation for student employees and office programming.
- Represent OCSS at Orientation Resource Fairs and Admissions' Open House events.
- 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, and fulfill other duties as assigned.
- Maintain office hours, attend supervision and staff meetings; participate in occasional evening and weekend events, as required.

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.