
**UCONN- DEPARTMENT OF STUDENT ACTIVITIES
OFFICE OF COMMUNITY OUTREACH (CO)
2017-2018 GRADUATE ASSISTANT POSITION**

Position: Community Outreach Graduate Assistant

Position Summary: Under the direction of the Associate Director for Community Outreach, the Community Outreach Graduate Assistant (GA) is responsible for one-time service projects offered through the Office of Community Outreach, supporting student organization activities related to one-time service projects, major duties essential to an active and effective public relations program, organizing special events; and providing support to service and leadership initiatives as needed.

Duties and Responsibilities:

1. Plan, implement, manage, and evaluate community service activities including all related budgeting, scheduling, marketing; assuming greater direct responsibility until student leaders, volunteers, and workers become proficient in programming and organizational skills.
2. Advise/mentor students utilizing individual and group strategies; provide intensive support to an assigned group of students; hold regular office hours, being accessible to students as needed for program management.
3. Provide advisement to student groups; set individual and group performance standards; manage work-flow; evaluate individual and group performance; and provide regular oversight and feedback.
4. Develop CO marketing and public relations plan for the year; ensure that all print and electronic materials are current and accurate; organize and deliver individual and group presentations; write articles for university and/or office newsletters, blogs, website, etc. Oversee all social media efforts for the office.
5. Assist in the development of CO wide initiatives including, but not limited to, trainings, student recognition programs, special events such as recruitment fairs and service related speaker series.
6. Supervise and advise designated student leaders/workers; set individual and group performance standards; manage team work-flow; evaluate individual and group performance; and provide regular oversight and feedback.
7. Staff at least one CO weekend or weeklong Alternative Break & Immersion trip; provide advisement to student leader; assist with student supervision; facilitation of reflection activities; actively participate in group service projects. Specific trip will be determined.
8. Participate regularly in relevant staff meetings and trainings.
9. Complete other duties as required including, but not limited to, office and department committees.

Commitment: 20 hours per week; schedule will vary based on student's availability and programmatic needs. Weekend and evening hours are required in order to attend related events; availability to work during the summer is strongly preferred.

Qualifications: Strong written and verbal communication; demonstrated supervisory or advisory experience; excellent interpersonal skills; strong leadership, organizational and programming skills; demonstrated commitment to or experience with community service and/or service-learning; related professional experience preferred; demonstrated experience with Microsoft Office or equivalent software programs; and must be enrolled in related graduate program at UCONN.

Preferred Qualifications: 1+ years experience supervising college students; 1+ years' experience with events coordination and event management; experience with non-profits strongly preferred.