



Academic Programs: Leadership, Admissions, Advising

The Office of Academic Programs (OAP) is the central resource for all undergraduate students in the College of Agriculture and Natural Resources (CANR), and the Ratcliffe Hicks School of Agriculture (RHSA). There are 15 baccalaureate (both BS and BA) and 2 associate's majors which OAP supports.

We seek a highly motivated individual to collaborate with us in creating and delivering diverse programs, assisting students and faculty members with academic advising, and contributing to new initiatives consistent with our educational mission. This 11-month assistantship will include leadership for the College Ambassadors group and co-management of undergraduate orientation sessions. Additionally, flexibility exists for professional growth opportunities consistent with the successful candidate's interests.

Responsibilities:

- College Ambassadors (student group advising)
 - Recruit, interview, hire, and supervise 20 student leaders
 - Provide leadership training and professional development activities
 - Create and maintain schedules of event for College Ambassador
- Orientation/Advising
 - Co-manage Fall and Spring Orientation, aiding students in registration process
 - Assist in academic advising of matriculated students
- Admissions
 - Contribute to recruitment-related activities (e.g., Open House, school visits, college fairs)
 - Assist with application review of associate degree students
- Teaching
 - Assist in first year with teaching of one-credit freshman seminar course to associate degree students, and assume more responsibility in second-year
- Additional Responsibilities
 - Serve as a resource to students, faculty, and staff regarding university policies and procedures
 - Participate as a member of the office team in providing a professional and energetic approach to the OAP office
 - Maintain OAP website and social media presence

Qualifications:

Required

- Candidate must be a matriculated student in the Higher Education and Student Affairs graduate program at the University of Connecticut
- A self-starter with a "can do" attitude
- Ability to work equally well as a team member or independently
- Excellent organizational, communication and information technology skills
- Willingness to work limited evening or weekend hours

Preferred

- Experience working with students from diverse and varied backgrounds
- Experience with Admissions and/or student organizations
- Involvement with higher education offices/programs
- Past participation in leadership development activities/community service experiences