UConn Pre-College Summer
HESA Graduate Assistant Job Description

POSITION OVERVIEW:
Under the direction of the Director and Associate Director of Pre-College Summer (PCS), the PCS Graduate Assistant is a full-time (20-hour per week) graduate assistant with the Higher Education & Student Affairs Program. The incumbent in this position is responsible for supporting the planning and implementation of PCS during the academic year. PCS is a non-credit academic program for rising high school juniors and seniors, with a targeted enrollment of 500 students during a four-week period in July.

Duties and Responsibilities:
- Help plan and organize academic, leadership, and social exploratory workshops
- Respond to student and parent inquiries via email, phone, and website
- Work with marketing specialists to market the program, meet program deadlines, and update website, social media, Infusionsoft database.
- Consider issues of admission to college, advising, and counseling
- Maintain contact with interested applicants and enrolled students
- Organize and help recruit talented program Resident Managers and Hall Coordinators
- Help plan, organize, and facilitate summer residential life staff trainings
- Offer orientations to PCS participants and parents
- Attend all planning meetings and execute assigned tasks
- Introduce new topics and infuse PCS with youthful ideas and energy

Required Qualifications:
- Enrollment in the UConn’s HESA graduate program for the duration of the assistantship
- Excellent interpersonal communication and writing skills
- High degree of professionalism

Preferred Qualifications:
- An understanding of the needs of, and interest in, working with high school juniors/seniors
- A desire to work collaboratively as part of a highly functioning team in a fast-paced environment

Note: PCS is a summer program. It is expected that the successful GA remains available and able to work during Summer 2019 (in between academic years). The opportunity for employment for Summer 2018 may also be available.

The successful candidate should be energetic, motivated, and willing to take on tasks to build and develop a young and rapidly growing University program. The GA will work closely with University faculty, staff, undergraduate and graduate students, as well as high school counselors, students, and parents.

For more information, please contact:
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