Graduate Assistant for Student Life
Events Concentration

The Graduate Assistant (GA) is responsible for the development, implementation, and facilitation of student involvement opportunities suited to meet the needs of traditional, nontraditional, and diverse students. This position involves diverse experiences, including campus-wide event planning and implementation, student-led organization support, and indirect supervision of student assistants.

**Skill development** – This graduate assistantship will give masters or doctoral students the opportunity to develop and enhance skills in the following areas:
- Leadership program design, implementation, facilitation, and assessment
- Event planning and execution
- Advising Student-Led Organizations
- Involvement in creating and applying new community engagement initiatives
- Teamwork and communication
- Short and long-term planning
- Developing relationships with campus-wide constituents
- Effective collaboration
- Working with diverse populations

**Learning Outcomes** – As a result of serving as a graduate assistant, students can expect to:
- Comprehend and implement steps and strategies associated with planning, designing, facilitating, and assessing student events and leadership programs
- Understand Student-Led Organization culture in order to support the needs of students
- Create and facilitate a comprehensive professional development series for student-led organizations being advised
- Increase understanding of the community college environment and identify the role of student affairs within this context
- Observe, acknowledge, and articulate organizational practices and dynamics that inform decision making at the institution
- Develop skills to manage the prioritization of professional and personal responsibilities
- Analyze the organizational culture of student affairs practice at the institution and identify contributions to building a positive reputation of the office and field

**Responsibilities**
- Assist with the design, implementation, facilitation, and assessment of campus-wide events, including developing campus collaborations and partnerships
- Co-Advise Phi Theta Kappa Honors Society
- Assist with Student-Led Organization development, including support for student leaders, co-facilitating trainings, and assisting with organization renewals
- Assist with the implementation and facilitation of a comprehensive leadership experience for a diverse student population
- Participate in weekly staff meetings, meetings with supervisor, and other professional development opportunities
- Indirectly supervise student assistants, delegating projects and providing guidance and feedback on performance
- Coordinate, implement, and analyze program- and student organization-specific assessments
- Contribute to marketing and promotion efforts for Student Life events and activities
- Provide support to Student Life team, including, but not limited to, event assistance, marketing, assessment, and general office functions
• Additional duties that may arise as a member of a staff whose focus is on the welfare of student leaders, student organizations, and student development

Qualifications

Minimum:
• A Bachelor’s Degree from an accredited institution and currently enrolled in a master’s or doctoral program in higher education, student affairs, counseling or a closely related field
• A minimum of one year full-time or part time experience in student activities
• Effective organizational and time management skills
• Ability to work independently and problem solve with students

Preferred:
• Experience with and understanding of event planning and implementation
• Excellent interpersonal skills, communication skills, teamwork and collaboration skills
• Bilingual in English/Spanish

Compensation
Graduate assistants will receive $14,500 for the academic year to be paid monthly. The positions do not include benefits.

Application Process
Application deadline is April 11, 2016. To apply please send a cover letter addressing the qualifications and a current resume to:

Kathryn Sturtevant
Director of Student Life
710 Alton Way
West Quad, Bldg. 903, Room 110
Denver, CO 80230
303-360-4726
kathryn.sturtevant@ccaurora.edu

Anticipated Work Schedule
Start: August 2016
End: May 2017
Hours Per Week: 20 hours per week

Flexible work schedule, generally within the hours of 8:00 a.m. – 5:00 p.m., with the potential for after-hours responsibilities. Start and end dates can be adjusted based on the student’s actual academic calendar.

Final candidates must complete a human resources packet which includes a background check.

For more information about the Office of Student Life, visit www.ccaurora.edu/studentlife.