ARE YOU LOOKING FOR A GRADUATE ASSISTANTSHIP?

Advance your skills within The University of Hartford’s Division of Student Affairs.
WELCOME

Dear prospective graduate assistant,

At the University of Hartford, you have multiple options to get administrative experience in Student Affairs while you obtain a graduate degree. The Division of Student Affairs currently has opportunities in Student Activities and Greek Life, Student Centers Administration, and the Student Success Center.

As part of our commitment to developing emerging professionals, our graduate assistants make decisions that impact a diverse, scholarly community of students, faculty, staff, and alumni. The graduate assistants are equally diverse as they pursue advance studies in counseling, education, recreation, business administration, communication, public administration, psychology, and more. Your studies and assistantship experiences will prepare you for the next step in your career regardless of major or vocation.

As a former graduate student involved in this very program, I encourage you to take this opportunity to consider becoming a part of our team. If you are looking for a position that combines management with creativity, student development with student supervision, and an opportunity to assist in building a community, while creating an atmosphere of comprehensive learning, then you have found your next job experience. I am available for any questions you may have at Amerson@hartford.edu.

Sincerely,

Charles Amerson
Director of Student Centers
2017 Graduate Assistantship Coordinator

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OVERVIEW

The Division of Student Affairs at the University of Hartford promotes individual growth and citizenship through education and service. The following departments, under the Division of Student Affairs, seek Graduate Assistants for the 2017 – 2019 seasons.

Student Activities & Greek Life seeks two Graduate Assistants:

- The **Greek Life Advisor** is responsible for providing direct assistance in advising the programs of the Panhellenic Council. The position also provides support to fourteen national, Greek lettered organizations (eight NIC affiliated fraternities and six Panhellenic affiliated sororities), along with the Greek Life Advisor for the Inter-Fraternial Council.

- The **Coordinator for Student Activities** co-advises the Campus Activities Team in all aspects of leadership and event management. The Coordinator takes part in all training opportunities for both the board and the Office of Student Activities and Greek Life.

Student Centers Administration seeks two Graduate Assistants/Coordinators:

- The **Coordinator for Auxiliary & Building Services** will be responsible for the service areas of the Student Centers (the Campus Information Center, Howie’s Hangout Game Room and the “Club House” Student Organization Center), custom space set-ups, cash handling, and customer service. The Coordinator will also have significant duties in College Union evening/weekend management.

- The **Coordinator for Event & Marketing Services** reviews and processes client event service needs (audio-visual services, service options guidance, reviewing event/space requests, conducting pre-event meetings, etc.) and leads department marketing initiatives. The Coordinator will also have significant duties in College Union evening/weekend management.

The Student Success Center seeks one Graduate Assistant/Coordinator:

- The **Coordinator for Student Success Center Tutoring** will assist with the coordination of the peer tutoring program to ensure a quality peer tutoring experience for new students. The Coordinator will provide occasional assistance needed with Orientation-related tasks at the start and end of each semester.

These positions are expected to abide by the terms of their respective contracts (see terms of employment section for further information). Graduate Assistants serve a one-year renewable appointment, based on the results of their annual review.

"SCA is the reason why I fell in love with the field of Higher Education."

Justin Riley, 2015 - 2017 Graduate Assistant
THE DIVISION OF STUDENT AFFAIRS CORE VALUES

The Division of Student Affairs’ core values are held dear by our departments and administrators. These values are listed below:

- Education
- Student Development
- Excellent Service
- Building Responsible Communities
- Honesty
- Respect
- Celebration of Diversity
- Care and Support
- Leadership
- Mentoring
- Role Modeling
- Advocacy
- Empowerment
- Excellent Communication
- Collaboration
- Accommodation
- Creativity
- Mattering

SEARCH TIMELINE

February 6: Applications open. Apply at: www.hartford.edu/graduate_assistantships

March 15: Application received by March 15 at 5 p.m. shall obtain first preference during initial review. (Applications will be considered until positions are filled.)

March 17: Applicants will be notified if selected to participate in Interview Day(s) activities

March 27 – 28: Graduate assistant interview days

- March 27 (A quiet lounge and business center space for resume printing will be provided in Gengras Student Union, room 154 at 200 Bloomfield Avenue, 06117 West Hartford, CT)
  - 8 a.m. – Check-in and light breakfast (GSU North Cafeteria)
  - 8:30 a.m. – Welcome session by Dr. J. Lee Peters, Vice President for Student Affairs (GSU North Cafeteria)
  - 9 a.m. to 2 p.m. – Interviews with Student Affairs staff (GSU 335, 339 341)
  - 12 p.m. – Lunch with the Directors of Student Activities and Greek Life, Student Centers and the Student Success Center (Hawks Nest)
  - 1-2 p.m. – Campus and on-campus housing showroom tours
  - 2-3:30 p.m. – Interviews with staff from Student Affairs (GSU 335, 339 341)
  - 4 p.m. – Program ends

- March 28
  - Skype Interviews as needed for candidates unable to attend in-person interviews

March 29 – 30: Reference checks

March 31: Candidate notification begins
FREQUENTLY ASKED QUESTIONS

- **Where can I find more information about the positions and hiring departments that are not covered in this document?**
  - Further information about [Student Activities and Greek Life](http://www.hartford.edu/student_activities/default.aspx)
  - Further information about [Student Centers Administration](http://www.hartford.edu/sca)
  - Further information about the [Student Success Center](http://www.hartford.edu/scc)
  - Further information regarding the search process can be addressed to [Charles Amerson, Director of Student Centers](Amerson@hartford.edu)
  - Position specific information can be addressed to the individual supervisors listed on the job description.

- **Does the graduate assistantship pay tuition and fees?**
  - See the individual job descriptions in this booklet for further information regarding assistantships that may pay tuition and fees for graduate study.

- **What if I do not know my admissions status by the time the department is interviewing?**
  - In order to be formally offered a graduate assistantship, you must provide proof of admittance into a graduate program within a Greater Hartford metro area institution of higher learning by the deadline indicated. Proof of registration for classes during each semester of employment is required to be provided to the assistant’s supervisor thereafter.

- **Do health benefits and insurance come with my assistantship?**
  - These assistantships do not carry any health or insurance benefits.

- **Do graduate assistants have to pay taxes on the stipend?**
  - Yes, all compensation paid is subject to local, state, and federal taxes.

- **Can I hold a graduate assistantship and not register for any classes?**
  - No. Graduate Assistants must be registered as full-time students at their institution in order to hold the position. The hiring departments require confirmation of credit hours and status for each semester of employment.

- **Can I hold a part-time job or an additional internship opportunity while I work as a graduate assistant?**
  - Additional job, internship, and practicum opportunities on and off-campus may be approved on a case-by-case basis with the permission the assistant’s supervisor. Graduate Assistants in these positions acknowledge that their primary work area is with their assigned area as part of their contract.

"Working for Student Centers Administration introduced me to a different side of higher education that I am excited to explore."

Abigail Chamberlain 2017 Graduate Assistant
Title: Coordinator for Auxiliary and Building Services (Graduate Assistant)

Department: Students Centers Administration

Reports to: Charles Amerson, Director of Student Centers – Amerson@hartford.edu

Job Description:
- Act in place of full-time staff during shifts to provide leadership to Student Centers operations
- Enforce applicable state, university & department policies as needed
- Perform area walkthroughs to document information for daily after shift reports to the Director
- Conduct daily opening, closing and cash handling procedures
- Supervise Building and Event Technicians and Guest Services Attendants in their respective duties
- Provides department staffing during inclement weather & other emergency situations
- Ensures accurate coordination of event set-ups in all Student Centers spaces
- Learns about building systems (HVAC, life safety, etc.) and how to control them
- Performs sound accounting and inventory control practices
- Ensure regular Student Centers account deposits, cash safe management & cash bag resets
- Co-advises and be the administrative lead for the Campus Center Advisory Board
- Coordinates indoor recreation area programming (ex. game tournaments, instructional classes, etc.)
- Manage Student Centers service areas
- Perform other duties as assigned

Qualifications:
- Experience within college union employment is highly desired
- Must maintain a GPA of at least 3.0 per semester
- Be enrolled in a Master’s degree program within a Greater Hartford Metropolitan area accredited higher education institution
- Must be able/eligible to operate a university owned or rented recreational or motor vehicles
- Operate app/software programs such as University Tickets, 25Live, Hootsuite, Social Tables, Humanity/Shift Planning, Master Fader, Star Rez, Lightpad, On Campus Text and Pool House Manager
- Able to multi-task and work independently with limited supervision
- Must have excellent decision making and customer service skills
- Must have the ability to troubleshoot while working under pressure
- Be able to effectively work in a team environment with diverse groups
- Be able to perform physical requirements such as climbing ladders, intermittently sitting, standing, stooping, pushing and/or pulling, lifting up to 25 lbs. and using equipment requiring high dexterity

Compensation:
- $14,400 paid bi-weekly for thirty hours of work based on a 10-month renewable contract. (Additional regular academic year and summer month (June to July) hours will be paid at a rate of $11.00 per hour)
- A single on-campus apartment with a fully equipped kitchen and furnishings
- On-campus parking tag at no cost
<table>
<thead>
<tr>
<th>Title:</th>
<th>Coordinator for Event &amp; Marketing Services (Graduate Assistant)</th>
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**Job Description:**
- Act in place of full-time staff during shifts to provide leadership to Student Centers operations
- Enforce applicable state, university & department policies & procedures as needed
- Perform area walkthroughs to document information for daily after shift reports to the Director
- Conduct daily opening, closing and cash handling procedures
- Supervise the Operations Manager for Production Services, Operations Manager for Scheduling Services, Student Centers Marketing Interns and coordinates the services of the Disc Jockey corps.
- Provides department staffing during inclement weather & other emergency situations
- Reviews reservations requests, contract riders and facilitates event management sessions
- Serves as a member of the Event Services Committee
- Manage the Hawk Hub (*University Tickets*) system
- Plan and execute Student Centers branding activities
- Effectively use On-Campus Text and Hootsuite to provide weekly updates regarding building activity and social media contests to promote likes, follows and drive student traffic to the Student Centers
- Perform other duties as assigned

**Qualifications:**
- Experience within college union employment is highly desired
- Must maintain a GPA of at least 3.0 per semester
- Be enrolled in a Master’s degree program within a Greater Hartford Metropolitan area accredited higher education institution
- Must be able/eligible to operate a university owned or rented recreational or motor vehicles
- Operate app/software programs such as University Tickets, 25Live, Hootsuite, Social Tables, Humanity/Shift Planning, Master Fader, Star Rez, Lightpad, On Campus Text and Pool House Manager
- Able to multi-task and work independently with limited supervision
- Must have excellent decision making and customer service skills
- Must have the ability to troubleshoot while working under pressure
- Be able to effectively work in a team environment with diverse groups
- Be able to perform physical requirements such as climbing ladders, intermittently sitting, standing, stooping, pushing and/or pulling, lifting up to 25 lbs. and using equipment requiring high dexterity

**Compensation:**
- $14,400 paid bi-weekly for thirty hours of work based on a 10-month renewable contract. (*Additional regular academic year and summer month (June to July) hours will be paid at a rate of $11.00 per hour*)
- A single on-campus apartment with a fully equipped kitchen and furnishings
- On-campus parking tag at no cost
**Title:** Greek Life Advisor (Graduate Assistant)

**Department:** Students Activities and Greek Life

**Reports to:** Felecia Bumpus, Director of Student Activities and Greek Life – Fbumpus@hartford.edu

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**Job Description:**

- Effectively advise the Panhellenic Council Executive Board
- Advise the Inter Panhellenic Council general student body meetings
- Advise and monitor the Greek Life Student Organization Registration Process
- Advise and monitor Recruitment and Judicial Board activities
- Co-coordinate the summer and spring leadership training for the Greek Governing councils
- Assist with the preparation and the coordination of reports, workshops, seminars and projects, i.e. Greek Week, Greek Awards, Greek Life 101, and the Walter Harrison Leadership Academy
- Approve, monitor and assist with the coordination of Greek Life sponsored social and educational events held on campus, i.e. Greek Week, Greek Life community service and philanthropic hours
- Serve as the university liaison to chapter advisors, local and community stakeholder, alumni and national organizations
- Serve as the university liaison to Public Safety, Residence Life, Wellness, Connections and the Women Centers, Student Government Association, Campus Activities Team and Athletics
- Assist the Greek community with campus-wide programming efforts
- Become familiar and understand 25Live scheduling system
- Attend & actively participate in all office and divisional wide programs and activities
- Participate in Association of Fraternal Advisors and the Northeast Greek Leadership Association
- Perform other duties as assigned

**Qualifications:**

- Membership in a national social sorority with experience working within a Panhellenic Council experience is highly desired
- Maintain a 3.0 grade point average as a graduate student;
- Practice and understand all issues of confidentially
- Be a positive role model both on and off campus

**Compensation:**

- $6,600 paid bi-weekly for twenty hours of work based on a 10 month contract
- Shared on-campus apartment with a single bedroom, fully equipped kitchen and furnishings
- On-campus parking tag at no cost
- University of Hartford enrolled graduate students will receive 18 credit hours per year at $515/hour
  (Some majors might fall outside of this range and the student might be responsible for the difference)
Title: Coordinator for Student Activities (Graduate Assistant)

Department: Students Activities and Greek Life

Reports to: Felecia Bumpus, Director of Student Activities and Greek Life – Fbumpus@hartford.edu

Job Description:
- Co-Chair the Spring Fling Steering/Planning committee
- Effectively advise the Campus Activities Team Executive Board with the Associate Director
- Advise the general student board of the Campus Activities Team
- Co-coordinate the summer and spring leadership training for the Executive Board
- Co-coordinate reports, workshops, seminars and projects, i.e. Good stuff reports and event evaluation summaries
- Approve, monitor and assist with the coordination of all Campus Activities Team’s social and educational events held on campus, i.e. Welcome to Campus, First Night, Second Night, Welcome Back Dance, etc.
- Serve as the university liaison to student organizations, advisers, local and community stakeholder, alumni and university departments
- Serve as the university liaison to Public Safety, Residence Life, Wellness, Connections and the Women Centers, Student Government Association, Greek Life and Athletics
- Assist the Greek community with campus-wide programming efforts
- Become familiar and understand 25Live scheduling system
- Attend & actively participate in all office and divisional wide programs and activities
- Participate in the National Association for Campus Activities
- Perform other duties as assigned

Qualifications:
- Membership on a college/university major program board with experience in an officer/chairperson position is highly desired
- Maintain a 3.0 grade point average as a graduate student;
- Practice and understand all issues of confidentiality
- Be a positive role model both on and off campus

Compensation:
- $8,600 paid bi-weekly for twenty hours of work based on a 10 month contract
- Shared on-campus apartment with a single bedroom, fully equipped kitchen and furnishings
- On-campus parking tag at no cost
- University of Hartford enrolled graduate students will receive 18 credit hours per year at $515/hour (Some majors might fall outside of this range and the student might be responsible for the difference)
Title: Coordinator for Student Success Center Tutoring (Graduate Assistant)

Department: Student Success Center

Reports to: Michael Ormsby, Director of Student Success Center – Ormsby@hartford.edu

Job Description:
- Assist with advertising, recruitment, enrollment, and training of peer tutors
- Assist with assessment of tutor and tutee learning outcomes
- Communicate with students, faculty, and staff daily regarding requests, hiring, and details of appointment coordination
- Respond to questions from students via email, phone, and in-person
- Work within the Student Success Collaborative software platform to review tutor and tutee data and manage appointments
- Provide guidance and reinforcement for office student employees in their roles as customer service representatives
- Assist with answering phone calls, emails, and in-person inquiries related to Orientation
- Provide support for checking-in parents/guests and answering questions in the Student Success Center
- Opportunity for additional involvement with Orientation based on individual interest
- Perform other duties as assigned

Qualifications:
- Must maintain a GPA of at least 3.0 per semester
- Be enrolled in a Master’s degree program within a Greater Hartford Metropolitan area accredited higher education institution
- Attention to detail
- Strong verbal and written communication skills
- Strong organization and time management skills
- Interest in working with and learning to supervise student leaders
- Positive attitude
- Experience communicating to a variety of audiences (students, faculty, staff and parents) a plus

Compensation:
- $8,080 paid bi-weekly for twenty hours of work based on a 10 month contract
- Shared on-campus apartment with a single bedroom, fully equipped kitchen and furnishings
STANDARD TERMS OF EMPLOYMENT

1. All assistantships are annual appointments. Assistantships may start between May and August unless otherwise agreed upon. Appointments are renewable dependent upon performance evaluation. (See item #7). No appointment is expected to exceed twenty-four months of employment.

2. Submit registration verification in an advanced degree program at a Greater Hartford area higher education institution at the beginning of employment and each semester of employment thereafter to the assistantship supervisor.

3. Maintain a minimum cumulative Grade Point Average of 3.0 during their employment.

4. Abide by all University of Hartford employment policies, as administrated by the Office of Human Resources, the Division of Student Affairs, hiring department standards, student Code of Conduct (as outlined in The Source, student handbook if the assistant is a University of Hartford student) while maintaining good academic and conduct standing with their enrolled institution and the policies of the Office of Residential Life regarding living within the university’s residential environment.

5. Agree that the graduate assistantship is your primary job responsibility. Agreement on other employment opportunities maybe considered by the supervisor and assistant on a case-by-case basis.

6. University property issued to the graduate assistant shall remain the property of the university. Assistants shall be held accountable for missing items up to termination, based on the severity of the loss/action.

7. Each December/January, first-year graduate assistants and their supervisor will discuss their satisfaction with the appointment, job performance and review academic standing. Satisfactory performance in all areas will allow the graduate assistant’s re-appointment to the second and final year assignment.

If an assistant is not performing the job satisfactorily, the supervisor will discuss with the assistant and may require corrective or disciplinary action ranging from warning to termination.

Graduate Assistants may terminate their employment through written documentation to their supervisor, no less than two weeks prior to their last day of employment.

ABOUT THE UNIVERSITY OF HARTFORD

Now in its sixth decade, the University of Hartford offers a dynamic student experience charged with diversity in its programs, activities, and student body. International and U.S. students of color comprise nearly 30 percent of all undergraduates. The University of Hartford provides a robust, distinctive educational experience for its more than 5,000 undergraduate and 1,600 graduate students. Distinguished faculty provide rigorous instruction as well as research, performance, and internship opportunities in more than 100 degree programs in the arts, humanities, business, engineering and technology, education, and health professions. With students from 48 states and 63 countries, we are a university for the world.

ABOUT THE DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs exists to provide support for students outside the classroom. We educate students, create and initiate new programs and services as appropriate, and celebrate the success and individuality of our students. The Division strives to be the premier University Student Affairs Division in the state of Connecticut. We promote individual growth and citizenship through education and service.
ABOUT STUDENT ACTIVITIES & GREEK LIFE

The Office of Student Activities and Greek Life's mission empowers students to become effective leaders both on campus and in surrounding communities. Students who get involved learn what it means to be effective group members and leaders through planning and implementing activities, programs, and events for other students, faculty, and staff at the University of Hartford. Through involvement with the Campus Activities Team, Greek Life, Undergraduate Commuter Association, or our leadership programs, students have numerous opportunities to enjoy meaningful relationships with others, learn about themselves, and develop lifelong skills.

2017 – 2019 Student Activities and Greek Life Graduate Assistants must work on the following dates:

- Must be available for pre-employment training in May (T.B.D.)
- Must be available to attend camp and training in August (T.B.D.)

ABOUT STUDENT CENTERS ADMINISTRATION

Student Centers Administration provides a comprehensive college union program that includes a wide range of services, facilities, and experiences responsive to the needs of all members of the campus community.

The E. Clayton Gengras Family Student Union (GSU), our 82,546 sq. ft. flagship facility, will complete a major renovation project by October 2017. The completed project significantly upgrades building utilities; develops new dining space; renews meeting rooms; renovates lounge spaces and develops a multi-purpose event space.

2017 – 2019 Student Centers Administration Graduate Assistants must work on the following dates:

- Begin work on Monday, June 5, 2017
- Facilitate Student Centers Student Staff Training starting Monday, Aug. 21, 2017
- Work during Fall Opening from Friday, Aug. 25, 2017 to Sunday, Aug. 27, 2017
- Participate in bi-weekly Leadership Team meetings from 1:30 – 2:30 p.m. on Wednesdays
- Event and Marketing Services Coordinator - Event Services Meetings from 12 -1 p.m., Tuesdays (Student Events) and Thursdays (Campus Events)
- Auxiliary and Building Services Coordinator - Campus Center Advisory Board Meetings - Dates & Time T.B.D.
- 2018 – 2019 Dates – T.B.D.

ABOUT THE STUDENT SUCCESS CENTER

The Student Success Center seeks to provide a wide range of support for students allowing them to define and achieve success. Administrative staff works individually with students to develop strategies for studying, time management, making connections with resources on campus, and creating plans to succeed when challenged. The office also provides peer tutoring services (primarily in first and second year courses) for one-on-one support in individual courses. Additionally, the Student Success Center is home to the university's Orientation program working with 60 orientation leaders to welcome, engage, and connect more than 1,500 incoming students each year.

2017 – 2019 Student Success Center Graduate Assistants must work on the following dates:

- Begin work on Wednesday, Aug. 16, 2017