OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS
GRADUATE ASSISTANTSHIP

Position Title
Graduate Assistant in the Office of the Vice President for Student Affairs

General Description
The Graduate Assistantship works with the Office of the VP for Student Affairs, with a focus of support in the Parent and Family Programs Office along with division-wide assessment and professional development initiatives. The graduate assistant functions as a staff member, working directly with all of the staff members within the VP for Student Affairs Office, as well as a variety of offices throughout the Division of Student Affairs and across the University. The graduate assistant has an opportunity to learn about the Division of Student Affairs from an administrative perspective, working on various projects, programs, and individual assignments.

Primary Responsibilities
Listed below is an outline of the responsibilities. The nature of this position requires staff members to be both pro-active and responsive. As a result, the graduate assistant, as an important member of the VPSA Office and the Parent and Family Programs Office, not only must have excellent time management skills, but also must have the ability to take initiative, work independently, pursue more than one project, program, task, or assignment at a time, ask questions when direction is needed, AND, be flexible to adapt at any given time. Confidentiality is a requirement, as the graduate assistant will be exposed to numerous privileged communications and types of information not available to the general Colorado State University community.

1. Assist in researching, creating, and implementing parent and family services and programs, including but not limited to: publications, monthly e-newsletter, presentations, social media accounts, Ram Welcome events, Homecoming & Family Weekend events, the RamFam Ambassador Volunteer Program, and individual family support.

2. Collaborate with parent and family programming for campus-wide programs including Ram Welcome, Homecoming & Family Weekend, Office of Admissions events and other initiatives, as developed.

3. Actively engage in the assessment of Parent & Family Programs, including: developing and editing the Biennial Survey, RamFam Ambassador Program surveys, Ram Welcome and Homecoming & Family Weekend Surveys; creating monthly polls for the Parent & Family Programs website; analyzing and interpreting results; and communicating results to parents, families, and other relevant parties.

4. Work with staff from the University Advancement Office to assist with coordination of the RamFam Ambassador Volunteer Program, from helping to recruit volunteers to coordinating engagement efforts for local or nationwide events, to tracking participation and assessment for each event.

5. Assist the Professional Development Committee chair in researching, marketing, and implementing professional staff development, training, and orientation programming for Division of Student Affairs staff members & graduate students.

6. Collaborate with VPSA Office student staff supervisor to research, create, implement and manage professional development sessions for student staff in the VPSA Office throughout the academic year.

7. Interview professional staff members in the VPSA Office and throughout the Division of Student Affairs to learn more about responsibilities and assist with projects of interest.

8. Coordinate access, requests and logistics related to Campus Labs (formerly Student Voice) assessments for the Division of Student Affairs with the opportunity to sit on the Assessment and Research Steering Committee and assist with the program review process for the division.

9. Assist with special projects such as recognition events, advising student clubs and organizations, and other University wide activities requiring Student Affairs collaboration and involvement.

updated 12/3/15
10. Assist with Division-wide communication through written and online publications and emails.

11. Assist with special projects and other duties as assigned.

Qualifications
- Strong interpersonal skills
- Well-developed organizational and administrative skills
- Excellent writing and oral communication skills
- Flexibility and adaptability
- Shows initiative
- Willing to learn computer systems for data manipulation and analysis
- An interest in institutional policy
- Sound decision making, judgment, and ability to maintain confidentiality
- Commitment to diversity, inclusion and multiculturalism
- Enrolled as a student in the Student Affairs in Higher Education Graduate Program

Terms of Employment & Remuneration
The assistantship is a 25 hour/week appointment that provides the student with tuition for the 2016-17 academic year (full tuition regardless of the student’s in-state or out-of-state residency status), plus a monthly stipend. Students typically apply for, and receive, in-state residency for the second year of the program. The period of employment is from August 2016 through mid-May 2017.

Office Location
201 Administration Building

Supervisor/ Contact
Erin Hammersley
Coordinator, Parent and Family Programs
(970) 491-6680, erin.hammersley@colostate.edu

Websites
- Parent & Family Programs
- Ram Welcome
- Homecoming & Family Weekend
- Parents Fund Gifts
- Division of Student Affairs

Student Testimonial
“Working as a member of the Parent and Family Programs team provides a unique view on the college experience and the role student affairs professionals play on campus though the lens of supporting families of current students. In this assistantship I have had the pleasure of collaborating with professionals across the university, gaining a range of perspectives on Admissions, Housing, Orientation, Development, Conduct, Financial Services, Health Services, Academic Advising and beyond. Additionally, working within the Office of the Vice President for Student Affairs alongside incredibly knowledgeable and passionate senior student affairs administrators provides daily opportunities for growth and learning.”

- Colin Watrin | 2014-2016 Graduate Assistant

“Working in the Office of the Vice President for Student Affairs has helped me better understand the institutional goals, values, and efforts of a University and how those play out in individual departments. I have had the incredible opportunity to get to know and work with amazing senior administrators whose work is guided by passion and dedication, inspiring me every day to remain engaged. In addition to developing an understanding of Parent & Family Programs, I have been able to witness collaboration at its finest and truly grasp the breadth of student affairs. I look forward to coming to work each day because I know I will be surrounded by amazing people from whom I am constantly

updated 12/3/15
learning.” – Maria Marinucci, 2012-2014 graduate assistant