Position Title
Graduate Assistant for Adult Learner Programs

General Description
Adult Learner & Veteran Services (ALVS) supports increased academic achievement and holistic development for all adult learners, including but not limited to veterans and student parents, resulting in graduation from Colorado State University (CSU) and sustainable personal and professional success. We do this through engagement and leadership opportunities, community building and resource facilitation.

The Graduate Assistant for Adult Learner Programs will function as an ALVS staff member, working directly with all professional and student staff. This individual will be responsible for conducting effective programming encompassing student outreach and retention, to include assessing program effectiveness and reporting outcomes. The Graduate Assistant will also oversee Ram Kidz Village and supervise paid and volunteer staff. This individual reports directly to the ALVS Interim Assistant Director.

Primary Responsibilities
- Conduct outreach and programming to adult learners, including student parents, as assigned to determine needs, connect them with on- and off-campus resources, and provide proactive intervention as needed
- Create and maintain on and off campus partner relationships
- Provide support and mentoring for adult learners as Adult Learner Success Coach
- Advise and mentor leadership of student organizations as assigned
- Track adult learner involvement and assess impact of program effectiveness on GPA, retention, graduation, and job placement
- Coordinate Ram Kidz Village operations to include supervising managers, overseeing management of volunteers, conducting staff training, monitoring operations, preparing reports, evaluating program, and providing recommendations for improvement
- Articulate the strengths and challenges of student parents and other adult learners to internal and external audiences
- Collaborate with other departments across campus to achieve mutual goals
- Assist ALVS staff in effectively executing programs such as Fall Harvest Festival, Winter Book Drive, Children’s Multicultural Carnival, Spring Reception, and others as assigned
- Participate as an ALVS staff team member in all office events and initiatives

Professional Competencies Offered
- Individual, group and organizational and leadership theories and their relevance to student affairs practice
- Understanding of students’ diverse characteristics, demographics and attributes and how they influence students’ education and development
- Develop, implement and evaluate educational and student service based programs
- Utilize various forms of technology for data collection, analysis, communication and presentation of information
- Formulate goals; implement strategies for achieving goals through efficient and effective use of resources and evaluation of goal attainment
- Work with others within a team context
- Teach and model a respect for shared community values, including establishing and maintaining an inclusive community promoting civic education
- Engage in sustained dialogue in order to reach an understanding of the issues presented
- Use sound, effective written and oral communication techniques and strategies
- Communicate in an inclusive manner
- Relate effectively to a wide range of people and appreciate individual differences, with cultural sensitivity
- Build rapport, show compassion and understanding for others, and establish and maintain mutually satisfying relationships
- Supervise and train diverse student affairs staff, students and/or professionals
- Develop creative solutions to complex problems and see opportunities where others see obstacles
- Engage in systematic inquiry, research, analysis and interpretation

**Desired Qualifications**
- Admittance in the Student Affairs and Higher Education (SAHE) graduate program
- A clear understanding of the issues, concerns, and needs of student parents and adult learners attending a four-year institution (identification as an adult learner is not required)
- Dedication to training and development in a multi-cultural environment to support the success of all students
- Desire to utilize research and assessment to create student-focused programming
- Ability to supervise
- Ability to adapt to and work in a face-paced, ever changing environment
- Ability to work autonomously and as a team member
- Excellent interpersonal skills
- Strong organizational, and oral and written communication skills

**Terms of Employment & Remuneration**
The assistantship is a 25 hour/week appointment that provides the student with in-state tuition for the 2016-2017 and 2017-2018 academic years, 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- June 2018.

**Office Location**
Room 288, Lory Student Center

**Supervisor/ Contact Information**
Lisa Chandler
Interim Assistant Director, Adult Learner and Veteran Services
Colorado State University
8033 Campus Delivery
Fort Collins, CO 80523-8033
970-491-0415
Lisa.chandler@colostate.edu

**Website**
http://www.alvs.colostate.edu/