

**PARENT & FAMILY PROGRAMS AND SPECIAL PROJECTS  
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 working with Parent and Family Programs and Special Projects in the Office of the Vice President for Student Affairs functions as a staff member, working directly with all of the staff members within the 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 proactive and responsive. As a result, the graduate assistant, as an important member of the VPSA Office, not only must have excellent time management skills, but also must have the ability to 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, presentations, Homecoming & Family Weekend events, RAMFAM Association events, and individual family support.
2. Collaborate with parent and family programming for campus-wide programs including Ram Welcome, Homecoming & Family Weekend, ForEverGreen, and other initiatives, as developed.
3. Take the lead on the RAMFAM Association Business Directory, from soliciting businesses to developing publications and maintaining relationships with the businesses year-round.
4. Coordinate student organization and department requests for program funding from the Parents Fund.
5. Assist with the University's Student Success Initiatives (SSI), including:
  - conducting research on the student retention literature,
  - analyzing student data to identify patterns, trends, and relationships, and
  - tracking progress of the SSI and developing reports for various audiences.
6. Assist in the operations and assessment of the Early Grade Feedback Program.
7. Assist the Professional Development Committee chair in researching, marketing, and implementing professional staff development, training, and orientation for Division of Student Affairs staff members & graduate students.
8. Research, create, implement, and manage professional development sessions for student staff in the VPSA Office throughout the academic calendar year.
9. 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.

10. Explore and participate in Division of Student Affairs' unit & department initiatives such as: Vice President's Council, Student Affairs Directors, Retention & Student Success, Campus Life, Advocacy Programs, Research & Assessment, Division Image Committee and many others.
11. Assist with special projects such as recognition events, advising student clubs and organizations and other University-wide activities requiring Student Affairs collaboration and involvement.
12. Assist with Division-wide communication through written and online publications.
13. Assist with special projects and other duties as assigned. This may include coordinating the NASPA Undergraduate Fellows Program by following national guidelines, recruiting students and mentors, preparing a year-long series of professional development opportunities, meeting regularly with fellows and mentors to help them meet national program guidelines, and promoting the Student Affairs profession to interested undergraduate students.

### **Qualifications**

- Strong interpersonal skills
- Well-developed organizational and administrative skills
- Excellent writing and oral communication skills
- Flexibility and adaptability
- 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 2012-2013 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 mid-June 2012 through mid-May 2013.

### **Office Location**

201 Administration Building

### **Supervisor/ Contact**

Kacee Collard Jarnot  
Assistant Director of Parent & Family Programs  
(970) 491-5312 or [kacee.collard@colostate.edu](mailto:kacee.collard@colostate.edu)

Paul Thayer  
Associate Vice President for Student Affairs & Special  
Advisor to the Provost for Retention  
(970-491-5312 or [paul.thayer@colostate.edu](mailto:paul.thayer@colostate.edu))

### **Websites**

<http://www.studentaffairs.colostate.edu/> and <http://www.parentsandfamily.colostate.edu/>

### **Student Testimonial**

"Working in the Office of the Vice President for Student Affairs has given me priceless insight into the profession of student affairs. I have the opportunity to work with and really get to know the student affairs professionals in the office. The projects have expanded my horizons and exposed me to many of the functional areas within student affairs and academic affairs departments. I look forward to my assistantship every day because of the people I meet and the things I learn."

– Hannah Love, 2009-2011 graduate assistant