UConn- Department of Student Activities
Community Outreach Programs, Services and Initiatives
2025-2026 Graduate Assistant Position

Position: Community Outreach Graduate Assistant

Position Summary: Under the direction of the Associate Director or assigned staff member in Community Outreach, the Community Outreach Graduate Assistant (GA) will be responsible for the supervision of student leaders and support of programs, services and initiatives. The focus of this position will be in the area of ***One-Time Projects and Annual Events.***

Duties and Responsibilities:

1. Plan, implement, manage, and evaluate community service activities including all related budgeting, scheduling, marketing; assuming greater direct responsibility until student leaders, volunteers, and workers become proficient in programming and organizational skills.
2. Advise/mentor identified students utilizing individual and group strategies; provide intensive support to an assigned group of students, student organizations and learning communities; hold regular office hours, being accessible to students as needed for program management.
3. Support the development, implementation and assessment of the student leadership training series aimed at supporting Community Outreach student leaders. Training currently includes; a weeklong training in August, monthly in-service trainings, state and national conference involvement.
4. Assist in the development of CO wide initiatives including, but not limited to, trainings, student recognition programs, special events such as recruitment fairs and service-related speaker series.
5. Supervise and advise designated student leaders/workers; set individual and group performance standards; manage team workflow; evaluate individual and group performance; and provide regular oversight and feedback.
6. Serve as a Learning Partner in a CO weekend or weeklong Alternative Break & Immersion trip; provide advisement to student leader; assist with student supervision; facilitation of reflection activities; actively participate in-group service projects. Specific trip will be determined.
7. Participate regularly in relevant staff meetings and trainings.
8. Complete other duties as required including, but not limited to, office and department committees.

Commitment: 20 hours per week; schedule will vary based on student's availability and programmatic needs. Weekend and evening hours are required in order to attend related events; availability to work during the summer is strongly preferred.

Qualifications: Strong written and verbal communication; demonstrated supervisory or advisory experience; excellent interpersonal skills; strong leadership, organizational and programming skills; demonstrated commitment to or experience with community service and/or service-learning; related professional experience preferred; demonstrated experience with Microsoft Office or equivalent software programs; and must be enrolled in related graduate program at UConn.

Preferred Qualifications: 1+ years experience supervising college students; 1+ years' experience with events coordination and event management; experience with non-profits strongly preferred.