

**Office of Student Services, UConn Hartford Campus  
Graduate Assistantship for Enrollment Management**

**Job Summary**

In the heart of our state's capital region, UConn Hartford gives undergraduate and graduate students the opportunity to begin, continue, or complete their education in a small college environment, while providing access to the faculty and resources of a world-class research university.

UConn Hartford strives to develop the inherent excellence of every student and challenge them to generate positive change in our communities, state, nation, and world. In the midst of this global city, our students take classes and participate in events that help them become leaders who understand and solve the transnational nature of today's challenges and opportunities.

Our programs incorporate experiential learning that engages students with many cultural, political, social, and economic institutions of the surrounding metropolitan area. With an emphasis on equity, justice, anti-racism, and community collaboration, we are home to the School of Social Work, School of Public Policy, Urban and Community Studies Program, and the Connecticut State Historian. We share our neighborhood campus with the Hartford Public Library and the Wadsworth Atheneum: cultural, intellectual, and community spaces that bring UConn and the city together in exciting and productive ways.

Integrating research, teaching, and community service, our distinguished faculty are engaged in innovative scholarship, analyzing critical issues in urban studies, education, social inequalities, business, public policy, and more. Our outstanding staff provide the full range of academic and student support services for our ambitious academic mission.

We are a federally designated Asian American and Native American Pacific Islander Serving Institution (AANAPISI) and an emerging Hispanic-Serving Institution (HSI).

**Position Summary:**

The Office of Student Services at UConn Hartford is seeking applicants for a graduate assistantship focused on admissions recruitment and matriculation of first-year students. The successful candidate will work with Hartford's enrollment team which includes the Admissions Officer and Assistant Director of Student Enrollment & Registration. The GA will work with a dynamic team of professional staff on campus to support prospective students looking to apply and matriculate to UConn and Hartford's campus specifically.

The GA must show commitment to and experience with antiracist practice, equity, and inclusion.

This position is designed to support the professional growth of graduate students pursuing careers in higher education and student affairs. Through direct involvement in recruitment, admissions operations, and student programming, the GA will:

- Gain practical experience with enrollment management processes, including student outreach, event planning, and data-driven decision-making.
- Take a proactive role in addressing and mitigating the challenges arising from the reversal of affirmative action policies.
- Develop communication, leadership, and program management skills critical for roles in higher education.

- Build foundation for future roles in student services, diversity programming, and enrollment management.

### **Responsibilities:**

- Manage and oversee campus tours in absence of Admissions Officer when they are conducting external visits, such as attending college fairs or school visits.
- Schedule and manage group visits of high schools and community-based organizations.
- Monitor 'beahuskyhartford@uconn.edu' account for timely responses to prospective students and their support systems.
- Support Admissions Officer with scheduling and oversight of student tour guides.
- Assist in developing new tour routes that highlight UConn Hartford's unique integration with downtown Hartford, showcasing local attractions, academic facilities and our residence halls.
- Establish a UConn Hartford Ambassador Program to recruit and train students to represent the campus during tours, events, and community engagements.
- Collaborate with TEAS (Transformation, Equity, Access and Sense of Belonging) programming to support AANAPISI initiatives.
- Collaborate with RISE (Resistance Inclusion Success Equity) programming to support the needs of Hartford's student population.
- Assist in planning and executing admissions-focused events, including Fall Campus Visit Days, Bound Days, Husky-for-a-Day
- Report enrollment data to campus community and impacts on programming for respective departments.
- Assist the enrollment team in assessing recruitment efforts, identifying growth opportunities, and outreach initiatives targeting prospective and admitted students.
- Assist the enrollment team in assessing recruitment efforts, identifying growth opportunities, and outreach initiatives specifically targeting transfer and non-traditional students.
- Contribute to strategic initiatives to enhance enrollment diversity and student engagement.
- Support the Admissions Officer and Office of Admissions in creating campus specific publications using various media platforms.

### **Minimum Qualifications**

- Ability to interpret and communicate university admissions requirements for prospective students.
- Ability and desire to review research of needs for prospective first-year, transfer, and non-traditional students.
- Ability to establish and maintain good working relationships with students, faculty, and staff.
- Excellent written and verbal communication skills.
- Experience with and comfort working in an ever changing and collaborative environment.
- Maintain exceptional accuracy and attention to detail.
- Ability to use good judgment and experience to make decisions in the best interests of students
- Must demonstrate a strong background as a team player.

### **Preferred Qualifications**

- Experience as a student worker in admissions, orientation, or other student support unit.
- Experience leading workshops and presentations.
- Experience with organizing student-focused events.

- Experience working with first-generation students.
- Experience working with a diverse population in an urban campus.

**Education and Prior Experience Requirements:**

Pursuing a master's degree at the University of Connecticut with preferred focus in Higher Education and Student Development

**Compensation and Benefits Statement**

*Compensation & Benefits:* Stipend consistent with UConn Graduate Employee Union (GEU) rates and successful candidate's level of education. Stipend rates can be found [here](#). See the [GEU contract](#) for other generous benefits provided, including paid time off, tuition remission, and subsidized health insurance through the Connecticut Partnership Plan.

The University of Connecticut is an AA/EEO employer.