

**UConn Pre-College Summer (PCS)**  
**HESA Graduate Assistant Job Description**  
**Academic Year 2025 - 2026**

**POSITION OVERVIEW:** In a team-centered collaboration with the Pre-College Summer (PCS) Director and Associate Director, and other GA's, this assistantship is a full-time (20 hours per week) position in the Office of Early College Programs (OECF). The incumbent in this position is responsible for supporting the planning of the Pre-College during the academic year. The successful candidate should be energetic, motivated, and willing to take on tasks to build and develop a rapidly growing University Program. The GA will work closely with University faculty, staff, undergraduate and graduate students, as well as high school counselors, students, and parents. This is a one-year assistantship, with second year renewal *pending a satisfactory performance after the first year*.

**PCS PROGRAM OVERVIEW:** UConn Pre-College Summer is committed to providing a safe and supportive living-learning environment, allowing high school to explore their academic interests, while gaining knowledge of institutional activities and social environments on a college campus. PCS serves as a non-credit exploratory experience where students will gain an understanding of the college classroom with engaging University faculty and explore nuances and areas of college-life at a nationally ranked public University.

**Academic Year Duties and Responsibilities:**

- Coordinate and execute search, selection, hiring, and onboarding of talented summer residential staff
- Create recruitment strategy to recruit summer staff applicants
- Assist planning and organization of academic, leadership, and social student exploratory workshops
- Collaborate with staff to update and develop website and SLATE database
- Assist with interpersonal marketing through attending expos & fairs, webinars & orientations, and following up with prospective students
- Benchmark other national Pre-College programs considering components of student applications, costs & fees, financial assistance programs, staffing (Program and residential), social programming, course offerings, etc.
- Consider and infuse HESA coursework into Program offerings and practices, bearing in mind issues of admission, access, advising, programming, student development, and counseling
- Respond to student and parent inquiries via email, phone, and online inquiries
- Assist with relevant OECF projects such as scholarship reviews and other large student or faculty events
- Other duties assigned by the Director and Associate Director in addition to assisting with general office tasks

**Required Qualifications:**

- Enrollment in the UConn Higher Education and Student Affairs (HESA) graduate program
- Excellent interpersonal communication and writing skills
- Ability to work on a highly collaborative team and take on new and innovative projects independently
- High degree of professionalism

**Preferred Qualifications:**

- An understanding of the needs of, and interest in, working with high school students
- Prior experience working in a residence hall setting and/or a program with minors
- A desire to work collaboratively as part of a highly functioning team in a fast-paced environment
- Experience utilizing a variety of software platforms including customer relationship management, web development, conference and event management, and enrollment management

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**SUMMER EMPLOYMENT\***: Due to the nature and timing of PCS program, the HESA PCS GA **must be available and commit to working during the summer**. Under a separate appointment, summer employment opportunities (meals and salary/stipend provided) are listed below:

- **May – August 2025 (Entering 1<sup>st</sup> year HESA student** - before the start of HESA coursework):
  - Shadow graduate assistants and professional staff to gain an understanding of the program including academic courses, student schedules, dining and residential components, program expectations and policies, as well as nuances to the summer program
  - Establish positive relationships and build rapport with program partners, course faculty, division administration, university vendors, and workshop facilitators
  - Interact with participants to learn about experiences in the program and generational needs and areas of support
  - Assist residential staff with programming, supervision of staff, as well as crisis management & response
  - Become familiar with UConn Storrs campus and facilities
  - Record suggestions for improved practices for implementation in the following summer
- **May - August 2026** (in between academic years):
  - Coordinate and conduct summer residential staff training
  - Serve as Summer Residence Hall Director (SRDH), fully supporting and supervising residential, programming, staffing, and safety components (see below for SRDH description link)
  - Ensure afternoon workshops, social programming activities, and activity schedules are maintained and executed by residential and program staff
  - Work with residential staff to examine and assure participant safety/security including fire safety and medical/emergency responses and handle all emergencies in accordance with established procedures

\*A full job description for the **Entering 1<sup>st</sup> year HESA student** is available [here](#) (password: PCSGA3), which includes more information on housing, meals and salary/stipend information.

For more information regarding the position, please contact:  
[pcs@uconn.edu](mailto:pcs@uconn.edu)

For more Program information, visit:  
<https://pcs.uconn.edu>