

**Graduate Assistantship**  
**Office of the Vice Provost for Graduate Education and Dean of The Graduate School**

**Position Summary:**

The Graduate School is the home for graduate and postdoctoral education at the University of Connecticut. The University offers graduate degree programs in virtually every field of instruction and confers more than 2,200 graduate degrees and certificates every year. The Graduate School nurtures a vibrant *community* of graduate students and postdoctoral scholars, fosters *collaboration* across departments, programs, and campuses in research and teaching, and facilitates the *preparation* of graduate students and postdoctoral scholars for their future careers. The vision for training of graduate students and postdoctoral scholars at UConn rests on these pillars: *community*, *collaboration*, and *preparation*. The Graduate School serves as a central resource for applicants to graduate programs, for current graduate students, and for postdoctoral scholars. In addition to supporting graduate students' academic relationship with the University, The Graduate School seeks to build an active, engaged community of graduate students and postdoctoral scholars.

The graduate assistant in the Office of the Vice Provost for Graduate Education and Dean of The Graduate School will work with the Graduate Student and Postdoctoral Affairs team (GSPA) assisting with orientation, professional development, and programming for graduate students and postdoctoral scholars.

The GA will report directly to the Assistant Dean of The Graduate School (or designee) and will work closely with other members of The Graduate School staff on projects supporting the community of graduate students and postdoctoral scholars. Specific duties and responsibilities are subject to change based on office needs.

***Responsibilities will include but are not limited to the following:***

- In collaboration with the supervisor and other members of the Graduate Student and Postdoctoral Affairs team, organize, manage, and facilitate several signature events, including Graduate Student Appreciation Week, Post-doctoral Scholars Appreciation Week, and New Graduate Student Orientation
- Manage program/event logistics such as room reservations and catering; facilitate the sign-up process; develop pre-/post-feedback materials; attend events, including set-up and breakdown
- Provide leadership, vision, and overall management of regularly scheduled events for graduate and postdoctoral communities
- Provide co-leadership in developing our professional development support and mentorship for graduate students, including online support of graduate students



- Provide programmatic support for initiatives from the Office of the Vice Provost for Graduate Education and Dean of The Graduate School
- Support communications from The Graduate School to the graduate student and postdoctoral scholar community
- Assist as needed with collaborations with the Graduate Student Senate and the Postdoc Association
- Attend staff meetings and retreats of The Graduate School and the Graduate Student and Postdoctoral Affairs team
- Other duties as assigned

**Requirements:**

This assistantship is a 20 hour per week, 9 month appointment to begin in August; evening or weekend hours may be required. Employment may also be available during the summer. This appointment is for one year with the potential to be extended an additional year pending satisfactory performance.

Candidates must possess exceptional interpersonal and communication skills, strong organizational skills, the ability to manage multiple priorities, and the willingness to work and communicate effectively with diverse populations and as a team. Proficiency in Microsoft Office Suite and ability to learn new software is crucial. High standards regarding accuracy and attention to detail is required, as is the ability to use experience and good judgment to make appropriate decisions.