

**Brief description of the non-academic unit:**

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).

**Campus location(s) of non-academic unit:** Office of Student Services, UConn Hartford Campus

**Graduate Assistant Job Title:** Graduate Assistantship for Academic Advising

**Position Summary:**

The Office of Student Services at UConn Hartford is seeking applicants for a graduate assistantship focused on academic advising. The successful candidate will work as part of a team of advisors who advise primarily first and second-year students. Many students are undecided about their majors, others plan to apply to one of UConn's schools or colleges. Many students are First Generation college students. The GA will work with a dynamic team of professional advisors and other staff on campus to help students reach their academic and personal goals by promoting student-centered partnerships and encouraging multifaceted student engagement.

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

**Duration of the position:** August XX, 2025 - May , XX 2026 (GEU academic year contract dates)

**Hours:** 20 hours; 9-month appointment to begin in August.

**Work location:** UConn Hartford Campus, Office of Student Services

**Name and title of individual providing supervision:** **Melissa Manning**, Director of Advising, Hartford Campus

**Three (3) Primary [Career Readiness Competencies](#) Associated with this Role Include:**

Career and Self Development – Teamwork - Communication

**Responsibilities may include, but are not limited to, the following:**

- Manage a caseload of 50 students, providing individual, group, and drop-in advising services.
- Advise students on required coursework, graduation requirements, policies and procedures, academic standing.
- Guide students in declared majors and help them develop their educational plans and goals
- Guide, mentor, and advise students through the major selection process and promote a culture of exploration and curiosity in the campus community.
- Advise students with their academic/personal difficulties and make appropriate referrals.
- Document student meetings and suggestions accurately and promptly
- Teach a First Year Experience UNIV 1800 section
- Mentor a student each semester in the UConn Connects Program
- Assist with marketing and planning Advising Events and workshops
- Attend departmental staff and committee meetings with direction from supervisor.
- Engage in new program development as advised by supervisor
- Act as a co-liaison to campus partners that support GA's professional goals in higher education.
- Assist with New Student Orientation preparation and delivery
- Contribute to front office coverage and wholistic support of walk-in population
- Perform other related duties and special assignments, as required.

**Minimum Qualifications**

- Ability to interpret and communicate university requirements to students, faculty and staff.
- 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 advising, orientation, or other student support unit.
- Experience leading workshops, presentations, or teaching at the undergraduate level.
- 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

### **Application Steps & Materials**

Please submit all application materials by email to Christine.Mosman@uconn.edu with the Subject line: HESA GA UConn Hartford

Include the following materials

1. Cover letter with information about why you are interested in this position and an example of ways that you have used learning management systems
2. CV
3. Two (2) references including how the individual knows you and contact information
4. Transcript(s) from your undergraduate education (unofficial transcripts are fine)
5. A 200-word writing sample about your experience as an advisee at your undergraduate institution. What would you change or keep the same?

Applications are reviewed on a rolling basis with final submission deadline for consideration:

\_\_\_\_(date)\_\_\_\_ Interviews will begin the week of: \_\_\_\_ (date)\_\_\_\_

### **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.

Questions may be directed to: Melissa Manning, [Melissa.manning@uconn.edu](mailto:Melissa.manning@uconn.edu)