

University of Connecticut

Student Activities: Trustee Student Organization Support

Position Announcement Graduate Assistant 2026-2028

Background

The Graduate Assistant experience will include direct responsibilities and active involvement in the development, delivery, and support of programs and services in the areas of student organization registration, leadership development, student governance and student media organizations, involvement fairs, and related initiatives. This assistantship opportunity will offer a graduate student outstanding, hands-on experiences in organization advising and management, workshop and presentation development, large- and small-scale event planning, policy application and compliance, student staff supervision, and other duties congruent with fulfilling the mission and vision of Trustee Student Organization Support (TSOS) within the Department of Student Activities. This is a two-year assistantship pending a satisfactory performance after the first year.

General Duties and Responsibilities:

Student Organization Leadership Development

- Assist in coordinating the multi-workshop SOLID training program including scheduling, facilitating, and tracking;
- Support the planning and execution of the Fall and Spring Involvement Fairs by coordinating student organizations, university programs, marketing and logistics;
- Develop and maintain organization management, leadership, and other resource materials for student organizations;
- Assist in the development and delivery of a student organization advisor resource and support program;
- Provide supervisory support for undergraduate Involvement Ambassadors (may assume full supervisory responsibility when determined appropriate).

Trustee Student Organization Support

- Assist in the development and implementation of a comprehensive, intentionally structured, pedagogically sound student and organization training model called Triad Leadership focused on stewardship, integrity, and community;
- Support the campus wide elections/vote initiatives including marketing, event planning, and logistics;
- Provide direct student advisement for assigned student leader(s) of a student governance or media Organization (when determined appropriate).

Additional Responsibilities

- Assist in the development and delivery of customized training opportunities related to organizational and individual leadership including in the areas of organization development, event planning, risk management, and related functions;
- Develop and implement various assessment tools to contribute to program evaluation and the tracking and reporting of student engagement trends across campus;
- Serve on a department workgroup and/or University committee and establish relationships with university departments and external partners.

Position Requirements

- Acceptance to an appropriate graduate program at the University of Connecticut;
- Strong knowledge of, experience with, and/or demonstrated interest in student organizational leadership, college student advisement, and the development and implementation of leadership development programs/workshops;
- Exceptional communication and interpersonal skills; public speaking and/or facilitation experience;
- Commitment to excellence in the development of student-centered programs and services;
- Organization, creativity, self-motivation, a sense of humor, initiative, multi-tasking skills, and a can-do attitude;
- Ability and willingness to work flexible hours including evening and weekend commitments as needed.

Commitment

- 20 hours per week; schedule will vary based on student's availability and programmatic needs.
- Weekend and evening hours may required for related programs and events;
- Summer employment is available beginning July 2026, the assistantship anticipated start date for this position is August 2026