

**UConn Early College Experience (ECE) Program
HESA Graduate Assistant Job Description
Academic Year 2026-2027**

The Office of Early College Programs is looking to recruit and hire a Higher Education and Student Affairs Student (HESA) to serve as a Graduate Assistant to support the Early College Experience (ECE) program by providing professional development workshops and events to the ECE Community. UConn Early College Experience is the university's largest academic outreach program, partnering with 200+ Connecticut high schools and working with 20,000+ Connecticut high school students and their families to provide academic opportunities and access to UConn coursework while in high school. These course opportunities are provided by nearly 2,000 UConn certified ECE Instructors, high school teachers who are affiliates of the university and who meet rigorous, department specific certification requirements and standards.

The following duties comprise the responsibilities of this position:

- Support ECE Staff efforts to work directly with 60 UConn ECE Faculty Coordinators to facilitate, manage and support the offering of 50+ ECE department specific instructor workshops on an annual basis.
- Help coordinate with various University Departments, such as Dining Services, OneCard Office, Parking services, etc. to ensure that ECE instructor workshops are well-organized, supported and provided at no-or-limited cost to our instructors and partner schools.
- Support the collection of data relevant to annual workshop attendees to maintain instructor certification requirements to maintain and update instructor records in the official system of record, UConn.DualEnroll..
- Support the Assistant Director of ECE with the planning and logistics of student & program events including but not limited to parking services, space reservation and catering requests.
- Directly support ECE program staff with the development, maintenance and updates of various print and online marketing materials including but not limited to workshop blogs, evite registrations, ECE magazine contributions, etc.
- Assist with relevant OECP projects such as large student or faculty events, etc.

For more program information, visit: ece.uconn.edu.

For more information regarding the position, please contact:

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