Open Graduate Assistantship Positions for 2021-2022

The Dean of Students Office is conducting a search for multiple open Graduate Assistantships for 2021-2022. The Dean of Students Office consists of the various units that provide the campus community with a diverse and broad range of programming and services: Student Accountability (Student Code of Conduct and Code of Academic Integrity), Student Assistance, Fraternity and Sorority Programs, Student Governance (Associated Students of the University of Arizona), VETS Center, First Amendment, Bias Education and Response (BEST), Behavioral Intervention, and oversight of the Richard H. Tyler Student Emergency Fund.

The open assistantships are part of The Dean of Students Office Graduate & Professional Students Program which was implemented nine years ago to offer a comprehensive and consistent professional development opportunity to the graduate assistants serving in the various graduate assistantships within the Dean of Students Office. The program meets the educational goals of UA graduate and professional students by providing Graduate Assistant (GA) stipends, giving GAs the opportunity to grow professionally by putting learned theory into practice, and by preparing students for a successful transition into a professional workforce.

The Graduate & Professional Students Program supports the mission and core values of the University of Arizona by providing expanded education and outreach, through a variety of outstanding programs and services, to positively impact diverse members of the campus community and both local and remote community partners. Graduate students who participate in the program receive individualized professional development opportunities which expand their career-related opportunities, offer focused leadership skill development, and a supportive environment for both their academic and professional pursuits.

Graduate Assistants have the opportunity to:

- Plan, organize, lead, and evaluate program initiatives
- Develop the ability to work with a team
- Cultivate leadership, develop community, and create learning opportunities among students
- Improve individual leadership capabilities
- Develop individual and small group leadership and presentation skills
- Learn how to respond appropriately, and use resources, in crisis management situations
- Seek, evaluate, and utilize feedback from supervisors
- Learn to set appropriate professional boundaries, manage time, and set priorities
- Develop an appreciation for the complexity and breadth of Higher Education
- Leave the University prepared for a successful transition into a professional position
Positions currently available:

**First Amendment & UA Hearing Boards** - Academic year appointment
The Graduate Assistant for First Amendment and UA Hearing Boards will work with DOS on training, resource readiness, campus relations, and triage practice for First Amendment on campus. The graduate assistant will also assist the Hearing Board Technical Advisor on training, scheduling and resource management of appeals to the University Hearing Boards related to Code of Academic Integrity and the Student Code of Conduct.

**Fraternity & Sorority Programs (Health and Wellness)** - Academic year appointment
The Graduate Assistant for Fraternity & Sorority Programs provides advising, program development, and leadership in various aspects of Fraternity & Sorority Programs. The graduate assistant creates and presents workshops and oversees The Hunter White Health Advocate Program in coordination with Fraternity & Sorority Programs Staff. This position also teaches a for credit course, Health & Wellness in Greek Life, each semester.

**Marketing, Communication & Social Media** - Fiscal year appointment
The Graduate Assistant for Marketing, Communication & Social Media creates and implements communications and social media outreach and engagement efforts targeting students, staff, and faculty. The Graduate Assistant maintains the visibility of the Dean of Students Office within the campus community and provides a variety of resource information to students.

**Student Accountability** - Academic year appointment
The Graduate Assistant for Student Accountability is responsible for managing the Diversion and Waiver programs, adjudicating disciplinary cases, facilitating Personal Responsibility workshops, and providing educational programming/workshops for new students.

**Student Assistance** - Academic year appointment
The Graduate Assistants for Student Assistance will empower students to take a proactive role in exploring resolutions to individual concerns to be successful both inside and outside the classroom. The graduate assistant will also implement outreach efforts with students, faculty, and staff to enhance campus knowledge of policies, procedures, and resources.

**Student Governance & Programs** - Academic year appointment
The Graduate Assistant plays an integral role in supporting the social, developmental and leadership needs of students on campus. The GA will accomplish this by working with student leaders to plan, execute, and assess campus-wide events. This includes collaborating with the Assistant Director in the management of campus events and the co-advising of programming initiatives throughout Student Governance and Programs.

To apply, please submit a cover letter, resume and the names and contact information of three references to Chrissy Lieberman via email at ceagan@arizona.edu. If you are interested in more than one of the positions, please indicate no more than three positions in order of preference in your cover letter. Initial review of applicants begins on April 22, 2021.
Graduate Assistant, First Amendment and University Hearing Boards

About the Dean of Students Office
We empower global citizens who are ready to make a positive impact in the world. We set the standard for a dynamic campus community by creating a caring and inclusive learning environment and providing programs, services and resources that challenge and support the students, parents/families, staff, and faculty of The University of Arizona.

Position Summary: The Graduate Assistant for First Amendment and UA Hearing Boards will work with the Dean of Students on training, resource readiness, campus relations, and triage practice for First Amendment on campus. The graduate assistant will also assist the Hearing Board Technical Advisor on training, scheduling and resource management of appeals to the University Hearing Boards related to Code of Academic Integrity and the Student Code of Conduct.

Duties and Responsibilities:

First Amendment
- Assist in the recruitment and training of First Amendment (1A) monitors
- Assist in the development of educational materials for 1A training and workshops
- Assist in monitoring and tracking 1A events on campus
- Provides the latest updates in trends, best practices, research related to First Amendment issues on college campuses
- Provide information about relevant university policies and procedures to students, faculty, staff, parents and other community members
- Balances the safety of the campus community with students’ individual developmental needs

University Hearing Board
- Handle confidential, sensitive, and complex situations in a professional manner
- Schedule hearing boards and track process deadlines
- Assist in onboarding hearing board members
- Assist in hearing board training and development (i.e. manual updates, workshops)
- Participate in benchmarking and research activities related to best practices in the field
- Assist in the development of data-driven reports and case management tracking systems
- Complete other projects as assigned

Minimum Qualifications:
- An earned Bachelor’s degree.
- Must be admitted and enrolled in a graduate program at The University of Arizona;
• Enrolled for a minimum of 6 units of graduate credit while classes are in session
• Maintain a 3.00 cumulative GPA for all UA graduate credit courses
• Previous experience working with students in an educational setting
• Strong organizational skills, time management and the ability to work independently

**Position Type:** Academic

**Salary Level Compensation:** Academic year appointment of $32,000 (prorated at .50 FTE for an actual salary of $16,000). Wages are paid through the University of Arizona payroll system which generates a paycheck every two weeks.

**Benefits of Appointment** can be found at https://grad.arizona.edu/funding/ga/benefits-appointment.

- Tuition Remission (amount dependent on FTE and enrollment)
- Individual Student Health Insurance
- Professional Development Funds
- Bookstore Discount (on select items)
- Family and Medical Leave
- GA Parental Leave
- Deferment Plan

**Anticipated Start Date:** August 16, 2021

Duration: 2021-2022 Academic Year

Approximate Hours: 20 per week

**To apply for this position please submit a cover letter, resume and the names and contact information of three references to Chrissy Lieberman via email at ceagan@arizona.edu. Initial review of applicants begins on April 22, 2021.**
Graduate Assistant for Fraternity & Sorority Programs- Health & Wellness

Job Title: Graduate Assistant for Fraternity & Sorority Programs- Health & Wellness
Department: Fraternity & Sorority Programs, The Dean of Students Office
Salary range: ~$16,000 (Academic year)
Hours: 20 per week, evenings & weekends
Start Date: August 2, 2021
Closing: Open until filled, initial review of applications begins March 22, 2021

Primary function of this position: Provide advising, program development, and leadership in various aspects of Fraternity & Sorority Programs. This position, includes some weekend and evening hours, and includes the following primary duties and responsibilities:

Duties & Responsibilities Include:

Programming
• Create and present workshops and oversee The Hunter White Health Advocate Program in coordination with Fraternity & Sorority Programs Staff.
  • The Hunter White Health Advocate Program is wellness programming that empowers individual responsibility and advances the creation of a healthy community by embracing healthy lifestyle choices.
• Teach for credit course, Health & Wellness in Greek Life, each semester.
• Provide educational programs and workshops to individual chapters and new member classes upon request from the chapters.
• Coordinate activities related to Hazing Prevention Week.
• Plan, implement and evaluate health related awareness day, week and month activities with governing council officers.
• Continue to develop a comprehensive health and wellness program throughout the Greek community.
• Collaborate with other campus and community organizations on health-related issues.
• Assist in planning the Hunter White Safe Spring Break program.
• Coordinate SafeCats marketing and programming.
• Provide Anti-Cyber-Bullying presentations to campus partners upon request
• Help coordinate and/or advise, develop, and implement the following programs, which may include: Presidents’ Retreat, IFC/PHC/USFC Executive Board Retreat, Greek Standards Board training, Great Greek Weekend, Greek Awards Banquet, Rush/Recruitment and New Member Symposium.

Advising/Supervising
• Oversee and coordinate the Health Advocate Peer Facilitators.
• Coordinate all operations, assessment, and facilitation of the Hunter White Health Advocacy Program.
• Assist in advising the health/risk management officers for the Greek governing councils.
• Assist in coordinating the presentations given by the Health Advocates to their own chapters.
• Serve as a liaison to assigned 2-4 chapters, meeting with a chapter representative each month.

Administrative/Departmental
• Participate in weekly Fraternity & Sorority Programs Team meetings.
• Serve in the Fraternity & Sorority Programs on-call rotation for the UA Hazing Hotline
• Assist with general office work
• Assist with Fraternity & Sorority Programs research initiatives
• Other duties as assigned

Minimum Qualifications:
1. Bachelor’s Degree
2. Admission to a University of Arizona Graduate Program

Preferred Qualifications:
• Experience working with students one on one in a mentorship capacity.
• Experience discussing/knowledge of Health-Related Issues facing college aged students.
• Previous experience working with or advising students/volunteers and/or student organizations.
• Previous experience in program/conference planning and presenting leadership workshops.
• Graduate student pursuing a degree within public health or higher education.
• Computer literacy (Word, Excel, PPT, Mailchimp, D2L)

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

To apply for this position please submit a cover letter, resume and the names and contact information of three references to Greer Vinall via email at GreerVinall@arizona.edu. Initial review of applicants begins on March 22, 2021. Applicants are encouraged to apply until position is filled. If you have any additional questions, please contact Greer directly.
Graduate Assistant, Marketing, Communication & Social Media

About the Dean of Students Office
We empower global citizens who are ready to make a positive impact in the world. We set the standard for a dynamic campus community by creating a caring and inclusive learning environment and providing programs, services and resources that challenge and support the students, parents/families, staff, and faculty of The University of Arizona.

Position Summary
The Graduate Assistant for Marketing, Communication & Social Media creates and implements communications and social media outreach and engagement efforts targeting students, staff, and faculty. The Graduate Assistant maintains the visibility of the Dean of Students Office within the campus community and provides a variety of resource information to students. The position is a fiscal year appointment at 20 hours per week with some evening and weekend commitments.

Duties and Responsibilities
- Enhances the visibility of the Dean of Students office through creative promotion, marketing, and outreach.
- Develop and maintain social media presence and track impressions related to resources and educational campaigns.
- Spearheads the creation of interactive and accessible trainings and workshops to expand the reach and convenience of services and education.
- Works with campus colleagues on universal design in materials and media offered by DOS.
- Assists with special projects in the Dean of Students Office including but not limited to research, assessment, benchmarking, and best practices.
- In partnership with assessment colleagues, create branded storytelling of data and points of interest as general marketing for the campus community.
- Coordinate with DOS staff and leadership on presentation of visual elements and representation for outreach, communication and reporting.
- Assists with general marketing responsibilities for the Dean of Students office including but not limited to website maintenance, and the production of marketing, and workshop materials.

Minimum Qualifications:
- An earned Bachelor’s degree.
- Must be admitted and enrolled in a graduate program at The University of Arizona;
- Enrolled for a minimum of 6 units of graduate credit while classes are in session.
- Maintain a 3.00 cumulative GPA for all UA graduate credit courses
- Previous experience designing marketing materials
- Previous experience maintaining an online presence
- Strong organizational skills, time management and the ability to work independently

Preferred Qualifications:
- Familiarity with the Adobe Creative Suite
- Strong photography and photo editing skills
- Previous experience planning multi-media education and outreach campaigns
- Knowledge of online/digital learning modalities including D2L, Panopto, and Articulate Storyline

**Position Type:** Fiscal

**Salary Level Compensation:** Fiscal year appointment of $41,760 (prorated at .50 FTE for an actual salary of $20,880). Wages are paid through the University of Arizona payroll system which generates a paycheck every two weeks.

**Benefits of Appointment** can be found at https://grad.arizona.edu/funding/ga/benefits-appointment.
- Tuition Remission (amount dependent on FTE and enrollment)
- Individual Student Health Insurance
- Professional Development Funds
- Bookstore Discount (on select items)
- Family and Medical Leave
- GA Parental Leave
- Deferment Plan

**Anticipated Start Date:** July 1, 2021

Duration: July 1, 2021-June 30, 2022

Approximate Hours: 20 per week

To apply for this position please submit a cover letter, resume (portfolio/deck of work welcome) and the names and contact information of three references to Chrissy Lieberman via email at ceagan@arizona.edu. Initial review of applicants begins on April 22, 2021.
Graduate Assistant, Student Accountability

About the Dean of Students Office
We empower global citizens who are ready to make a positive impact in the world. We set the standard for a dynamic campus community by creating a caring and inclusive learning environment and providing programs, services and resources that challenge and support the students, parents/families, staff, and faculty of The University of Arizona.

Position Summary: The Graduate Assistant will investigate, hear, and make decisions of alleged violations of the Student Code of Conduct, including the assignment of developmentally appropriate sanctions. The GA will meet with students to empower their taking a proactive role in exploring their own resolutions in order to be successful both inside and outside the classroom. The GA will provide educational programming by teaching the Personal Responsibility workshop. The GA will also participate in research and benchmarking activities.

Duties and Responsibilities:

- Serve as a hearing officer for allegations of violations of the Arizona Board of Regents’ Student Code of Conduct
- Advise students of the University of Arizona Diversion Program, and Pima County Diversion
- Determine educational sanctions which will give students the tools to make better choices and avoid future violations
- Coordinate, teach, and evaluate the Personal Responsibility workshop under the supervision of the Senior Coordinators. This PR workshop addresses issues such as decision making, behavioral changes, and other pressures facing college students
- Meet with students individually to address personal issues such as homesickness, hospitalization (including notification of professors), and mental health issues
- Use the Advocate database system to track, manage, and update information related to Student Code of Conduct, Assistance, and UA Diversion program
- Handle confidential, sensitive, and complex situations in a professional manner which balances the safety of the campus community with students’ individual developmental needs
- Provide information about relevant university policies and procedures to students, faculty, staff, parents and other community members
- Document investigations and interactions with students accurately
- Facilitate investigations and hearings in a way that is respectful to students and allows students’ perspectives to be heard and acknowledged
- Develop educational sanctions appropriate for individual developmental needs and circumstances, while providing overall consistency to the student body as a whole
• Assist in the development of data-driven reports and case management tracking systems
• Conduct research and benchmarking activities
• Attend staff meetings (Weekly Accountability/Behavioral Intervention Team meetings, occasional DOS All-Staff Meetings, etc.)
• Support front desk staff through triage hours to help manage student, parent, staff, and faculty concerns

Minimum Qualifications:
• An earned Bachelor’s degree.
• Must be admitted and enrolled in a graduate program at The University of Arizona;
• Enrolled for a minimum of 6 units of graduate credit while classes are in session (audit courses are not included (academic units may require additional enrollment),
• Maintain a 3.00 cumulative GPA for all UA graduate credit courses.
• Previous experience working with students in an educational setting
• Strong organizational skills, time management and the ability to work independently.
• Complete other projects as assigned

Position Type: Academic

Salary Level Compensation: Academic year appointment of $32,000 (prorated at .50 FTE for an actual salary of $16,000). Wages are paid through the University of Arizona payroll system which generates a paycheck every two weeks. This position includes regular evening and weekend commitments and the option for summer employment.

Benefits of Appointment can be found at https://grad.arizona.edu/funding/ga/benefits-appointment.

• Tuition Remission (amount dependent on FTE and enrollment)
• Individual Student Health Insurance
• Professional Development Funds
• Bookstore Discount (on select items)
• Family and Medical Leave
• GA Parental Leave
• Deferment Plan

Anticipated Start Date: August 16, 2021
Duration: 2021-2022 Academic Year

Approximate Hours: 20 per week

To apply for this position please submit a cover letter, resume and the names and contact information of three references to Chrissy Lieberman via email at ceagan@arizona.edu. Initial review of applicants begins on April 22, 2021.
Graduate Assistant, Student Assistance

About the Dean of Students Office
We empower global citizens who are ready to make a positive impact in the world. We set the standard for a dynamic campus community by creating a caring and inclusive learning environment and providing programs, services and resources that challenge and support the students, parents/families, staff, and faculty of The University of Arizona.

Position Summary: The Graduate Assistant will meet with students to empower their taking a proactive role in exploring their own resolutions to be successful both inside and outside the classroom. The GA will create and implement outreach efforts to enhance the campus knowledge of policies, procedures and resources.

Duties and Responsibilities:
- Meet with students individually to address personal issues such as homesickness, hospitalization (including notification of professors), and mental health issues
- Use the Advocate database system to track, manage, and update information related to Student Code of Conduct, Assistance, and UA Diversion program
- Handle confidential, sensitive, and complex situations in a professional manner which balances the safety of the campus community with students’ individual developmental needs
- Provide information about relevant university policies and procedures to students, faculty, staff, parents and other community members
- Document investigations and interactions with students accurately
- Assist in the development of data-driven reports and case management tracking systems
- Conduct research and benchmarking activities
- Support front desk staff through triage hours to help manage student, parent, staff, and faculty concerns

Minimum Qualifications:
- An earned Bachelor’s degree.
- Must be admitted and enrolled in a graduate program at The University of Arizona;
- Enrolled for a minimum of 6 units of graduate credit while classes are in session (audit courses are not included (academic units may require additional enrollment),
- Maintain a 3.00 cumulative GPA for all UA graduate credit courses.
- Previous experience working with students in an educational setting
- Strong organizational skills, time management and the ability to work independently.
- Complete other projects as assigned
Position Type: Academic
Salary Level Compensation: Academic year appointment of $32,000 (prorated at .50 FTE for an actual salary of $16,000). Wages are paid through the University of Arizona payroll system which generates a paycheck every two weeks. Benefits of Appointment can be found at https://grad.arizona.edu/funding/ga/benefits-appointment.
- Tuition Remission (amount dependent on FTE and enrollment)
- Individual Student Health Insurance
- Professional Development Funds
- Bookstore Discount (on select items)
- Family and Medical Leave
- GA Parental Leave
- Deferment Plan

Anticipated Start Date: August 16, 2021
Duration: 2021-2022 Academic Year
Approximate Hours: 20 per week

To apply for this position please submit a cover letter, resume and the names and contact information of three references to Chrissy Lieberman via email at ceagan@arizona.edu. Initial review of applicants begins on April 22, 2021.
Graduate Assistant, Student Governance and Programs

About Student Governance and Programs
Student Governance and Programs is committed to facilitating student learning and development of the whole students while cultivating a diverse and inclusive campus community. We empower, support, and challenge students to be contributing members to a local and global community through co-curricular experiences. Department programs and services include, but are not limited to Campus Pantry, SafeRide, Volunteer Services, Student Health Advocacy Committee, Students for Sustainability, Pride Alliance, FORCE, Legal Services, Bear Down Camps, Spring Fling, UEMS, Club and Organizations, Marketing, Senate, Diversity and Inclusion, Policy, Wildcat Events Board, and ZonaZoo.

Position Summary
The Graduate Assistant plays an integral role in supporting the social, developmental and leadership needs of students on campus. The GA will accomplish this by working with student leaders to plan, execute, and assess campus-wide events. This includes collaborating with the Assistant Director in the management of campus events and the co-advising of programming initiatives throughout Student Governance and Programs.

This individual will meet with students and professional staff regularly in order to accomplish their goal of increasing student engagement, awareness, and participation. Additionally, the Graduate Assistant will assist in the rebranding of staple events by identifying key strengths and growth opportunities. The Graduate Assistant will assist in the following areas:

Duties and Responsibilities:
- Manage campus-wide events hosted by areas and departments within the Associated Students of the University (ASUA), areas include but are not limited to the Wildcat Events Board (WEB), ZonaZoo, Volunteer Fairs, Bear Down Camp, and Spring Fling
- Collaborate with campus partners, community collaborators, and the ASUA staff to host campus events
- Contribute to the planning, marketing, risk management, resources, and execution of events
- Serve as a resource to programming board and ASUA students and their programming efforts
- Coordinate and maintain a programming calendar for department
- Serve as a co-advisor for student-led programming initiatives
- Meet regularly with student leaders one on one and collectively
• Support student leaders in developing new and innovative ideas for campus programming
• Attend regularly scheduled programming team meetings
• Provide training for programming board staff including but not limited to exec board, general members, and other ASUA programming areas
• Assist with training students on event management, program proposals, and budget management
• Coordinate Volunteer Trainings for special events
• Attend State, Regional and National Conferences (National Association of Campus Activities)
• Assist in conducting research, benchmarking, and assessment activities to evaluate the effectiveness of programs and leadership opportunities for the students
• Attend weekly 1:1s with the Assistant Director
• Maintain office presence to productively work with colleagues and students
• Participate in scheduled departmental meetings, trainings and professional development opportunities
• From time to time, may be scheduled to provide staff coverage/supervision and remote functions during weekends, nights, and special events
• Other duties as assigned

**Minimum Qualifications:**

• Bachelor’s Degree and acceptance to a University of Arizona graduate degree program (Candidates accepted into the Higher Education Master’s Degree program strongly preferred)
• Experience working with student programming groups or related areas (i.e. student activities, residential life)
• Experience developing and implementing events/programs
• Must be fun, positive, organized, helpful, student-centered, friendly, and responsible. Demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity
• Knowledge and understanding of diversity and an ability to work with culturally diverse populations while recognizing the needs of underrepresented groups
• Strong oral and written communication skills
• Basic knowledge of advising and motivating student groups and ability to learn and provide campus resources to student leaders
• Ability to work in a fast-paced team setting and prioritize and handle multiple projects
• Must be able to lift twenty-five (25) pounds
• Must have a valid Driver’s License
Position Type: Academic

Salary Level Compensation: Academic year appointment of $32,000 (prorated at .50 FTE for an actual salary of $16,000). Wages are paid through the University of Arizona payroll system which generates a paycheck every two weeks.

Benefits of Appointment can be found at https://grad.arizona.edu/funding/ga/benefits-appointment.

- Tuition Remission (amount dependent on FTE and enrollment)
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Anticipated Start Date: August 16, 2021

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