ASSISTANTSHIP OPPORTUNITIES
2019-2020
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Assistantships Available with the Division of Student Affairs and Enrollment Services

At the University of Houston, several higher education assistantships are available annually. Each assistantship is designed to provide graduate students with a professional opportunity to support and develop the University and the Division of Student Affairs and Enrollment Services’ goals and activities through its work with students and the broader UH community. All graduate assistantship earn a stipend of approximately $1,200 per month. Some may have additional compensation: non-resident tuition waiver, health insurance, room, and/or meals.

For specific questions about the assistantship recruitment process, please contact Keith T. Kowalka, Assistant Vice President for Student Affairs, who manages the Graduate Assistant placement process for the Division of Student Affairs and Enrollment Services, at kkowalka@uh.edu or via phone at 832-842-6151. The majority of graduate students who presently hold assistantships are enrolled in the Higher Education graduate program.

PhD in Higher Education Leadership and Policy Studies

The PhD in Higher Education Leadership and Policy Studies program at the University of Houston is grounded in a philosophical belief in the transformational nature of higher education as an institution of social change. As such, the primary objectives of the Ph.D. program are to advance scholarship, research, and practice around issues of access, equity, affordability, student learning, degree completion, and excellence in higher education. Ultimately, these efforts are intended to strengthen education at the local, state, national, and international levels and further equity of opportunity for all students, but particularly those traditionally underserved by our current systems.

The program offers a delivery model for both full-time and part-time students. Additional information about the PhD program, including how to apply, is available at http://www.uh.edu/education/degree-programs/higher-ed-phd/
M.Ed. in Higher Education

This degree is offered in an on-campus, as well as fully online, delivery format. Graduate assistantships are available through the UH Division of Student Affairs and Enrollment Services.

The M.Ed. in Higher Education program prepares those who aspire to leadership positions in student affairs and other key administrative areas within a college or university. The program is grounded in a philosophical belief in the transformational nature of higher education as an institution of social change. Participation in the program necessitates that the students balance their personal commitments (e.g., current employment, family, personal health) with the professional development commitments associated with the program.

The M.Ed. in Higher Education is designed to enable students to complete their degree in two years. Specifically, students will take thirty-six (36) credit hours of coursework to complete the degree.

- **Full-time students** in the master’s program engage in a cohort-based, on-campus learning environment and typically hold a graduate assistantship within a university student or academic affairs office. The full-time curriculum is typically completed in two (2) academic years (fall and spring semesters).

- **Part-time students** in the master’s program are typically working professionals who will complete the program in six (6) successive semesters, including summer terms, as members of the face-to-face cohort. Part-time students are expected to enroll in two academic courses per academic term including summer terms. During the summer semesters, all courses are delivered in an online format.

Webpages for the M.Ed. program:  [http://www.uh.edu/education/degree-programs/higher-ed-m/](http://www.uh.edu/education/degree-programs/higher-ed-m/)  Prospective students can contact Dr. Tiffany Davis, M.Ed. Program Director, at tdavisg@uh.edu for additional information.

Ideally, our preferred M.Ed. in Higher Education candidates should possess:

- An earned bachelor’s degree from an accredited institution of higher education;
- A preferred minimum 3.0 GPA on a 4.0 scale;
- Higher education work experience and/or leadership in campus life as an undergraduate student
Department: Campus Recreation
Title: Instructional Assistant, Marketing
(Available for 2019)

Type: One Instructional Assistantship; 9 to 12-month appointment (2 year commitment)

Salary/Tuition Waiver: University approved out of state tuition waiver and stipend of $1500/month pending acceptance into a University of Houston graduate program. Stipend is for nine months effective August – May, summer hourly employment may be available. Health insurance option available.

Institution/Department: University of Houston is a Division I college with over 46,000 undergraduate and post graduate students enrolled. This campus is considered to be one of the most diverse student populations in the nation. Campus Recreation has a $53 million facility that contains five basketball courts, five volleyball courts, a Multi-Activity-Court for indoor soccer, in-line hockey, team handball, badminton and tennis. The quarter mile suspended track surrounds all of the courts, one of the largest indoor climbing walls in Texas, as well as a 24,000 square
foot fitness zone containing free weights and selectorized equipment. The 70-meter indoor pool contains a competitive diving well and floating bulkheads. Included in the outdoor leisure pool is a slide, sand volleyball court and plenty of deck space.

**Education:** Applicants seeking the position must be accepted into an academic program before fully accepting the Instructional Assistantship or at least have submitted all application materials and meet the conditions for full enrollment.

**Job Description:** For two years, this professionally minded individual will help the Assistant Director, Marketing in the daily coordination and management of all marketing and promotional plans. Direct responsibility will be determined by individual's skill set as well as the needs of the Department. A minimum of 20 hours per week is required including some evenings and weekends. Responsibilities will include but are not limited to:

- Maintain departmental website
- Create, maintain and monitor social media accounts for Department and all programs
- Create and edit digital media promotions
- Assist with hiring, training, and supervising a promotional team of student graphic designers, videographers/photographers, and general promotional assistants
- Assist with the development and delivery of presentations
- Develop relationships with outside vendors for printing and outsourcing needs
- Research, secure quotes and provide recommendations regarding marketing resources
- Evaluate current marketing strategies and make recommendations for improvements
- Assist with developing and implementing plans to promote facilities, programs, services, and special events including strategies, timelines, and use of various media with an emphasis on digital media
- Serve as historian for programs and special events
- Create and distribute a variety of print materials including brochures, flyers, posters, and yard signs both on and off campus
- Create and/or edit weekly submissions for CoogNews and The Daily Cougar
- Assist with miscellaneous special projects

**Qualifications:** A Bachelor's degree and acceptance to a University of Houston graduate program. Minimum requirements are at least one year of experience working in a leadership or supervisory capacity and direct experience in the area of marketing and promotions. Applicants should demonstrate ability to lead, organize, manage, and supervise student employees. Strong
written and verbal communication skills as well as demonstrated leadership ability are also desirable. Team oriented ideals, strong work ethic, and a desire to learn is important in this position.

Department: Campus Recreation
Title: Instructional Assistant (IA), Outdoor Adventure (Available for 2019)

Type: One Instructional Assistantship; 9 to 12-month appointment (2 year commitment preferred)

Institution/Department: University of Houston is a Division I college with over 46,000 undergraduate and post graduate students enrolled. This campus is considered to be one of the most diverse student populations in the nation. The Department of Campus Recreation has a $53 million indoor facility that contains five basketball courts, five volleyball courts, a Multi-Activity-Court for indoor soccer, in-line hockey, team handball, badminton and tennis. The quarter mile suspended track surrounds all of the courts, one of the largest indoor climbing walls in Texas, as well as a 24,000 square foot fitness zone containing free weights, selectorized and cardio equipment. The 70-meter indoor pool contains a competitive diving well and floating bulkheads. Included in the outdoor leisure pool is a slide, sand volleyball court and plenty of deck space. Outdoor Adventure program components currently include climbing wall, gear retail/rental, workshops and clinics.

Education: The University of Houston offers quality advanced degree programs in several areas that typically match the skills and interests of students looking for IA positions within the Department of Campus Recreation. For general information about graduate degrees at UH please visit http://www.uh.edu/admissions/apply/graduate/index. More detailed information about Department of Health and Human Performance degrees can be found at http://www.uh.edu/class DEADLINE FOR APPLICATIONS TO GRADUATE SCHOOL is based on each program’s published dates and guidelines. Interested candidates should apply for graduate admission as soon as possible to have the best chance of being admitted. All those seeking admission to these programs must have the appropriate GPA and entrance exam scores (GRE and/or MAT) to be fully admitted. Any IA offer will be conditional on the individual being approved for admission to a UH graduate level program.

Job Description: For two years, this professionally minded individual will help the Assistant Director, Outdoor Adventure in the daily coordination and management of a comprehensive campus recreation outdoor recreation program. Direct responsibility will be determined by individual’s skill sets as well as the needs of the Department. Evening and weekend hours will be required. Responsibilities will include but are not limited to:
• Embrace the urban environment in which the UH program is located
• Assist in the recruiting, hiring, training, evaluating, scheduling and managing of the OA staff
• Execute bi-weekly student payroll
• Assist with the design and facilitation of technical skill clinics, workshops and educational sessions
• Maintain and inventory outdoor equipment for adventure programs and rental center
• Conduct workshops for students, faculty, and staff
• Develop a training program which meets industry standards
• Help develop annual programmatic planning (including fiscal year budgets)
• Conduct semester evaluations for all OA student staff
• Implement/enforce departmental policies and procedures
• Plan, develop and conduct department wide student staff training each semester
• Assist with program evaluations, learning outcomes, and assessments
• Assist in the marketing and promotion of the OA Program
• Assist in the development of program and departmental goals and objectives
• Other duties as assigned

Qualifications: A Bachelor’s degree in Physical Education, Sports Management, Recreation or related field and acceptance to a University of Houston graduate program. Minimum requirements are at least one year of experience working in a leadership or supervisory capacity with an outdoor program or similar student based group. Experience in outdoor recreation and technical skills to lead trips required. Wilderness First Responder or Wilderness First Aid certifications preferred. Applicants should demonstrate ability to lead, organize, manage, and supervise multiple outdoor pursuits. Strong written and verbal communication skills as well as demonstrated leadership ability are also desirable. Team oriented ideals, willingness to work hard, and a desire to learn is important in this position.
Department: Center for Diversity of Inclusion
Title: Achievement Initiative for Minority Males (AIMM) Instructional Assistant (Master’s or Doctoral Student, Available for 2019)

Summary: The Instructional Assistant for the Achievement Initiative for Minority Males (AIMM) works with the Director of the Center for Diversity and Inclusion to coordinate workshops and leadership and service opportunities for male students of color in the program. The student in the role will conduct research that links to supporting the AIMM program and the department. The Graduate Assistant is an integral member of the Center for Diversity and Inclusion team and will assist in facilitating workshops. Direct responsibility will be determined by individual’s skill sets as well as the needs of the Department. Evening and weekend hours may be required.

Duties:

- Advise, lead, and provide support to members
- Organize bi-weekly meetings and workshops
• Provide academic support working in conjunction with campus academic resources
• Correspond with mentors and guest speakers
• Provide quarterly assessment with the members
• Assist with the tutor training schedules
• Conduct research about minority male initiatives and link to program
• Assist Director of the Center for Diversity and Inclusion with minority male high school recruitment event.
• Facilitate diversity-related workshops
• Provide support for the Center’s programs

Skills/Qualifications:
Ideal candidates should:

• have a professional interest in Student Affairs, Counseling or related field;
• possess a desire to work with and serve underrepresented populations
• be able to articulate a foundational understanding of social justice;
• be detail oriented and possess strong organization and computer skills;
• be comfortable navigating various relevant social media platforms (i.e. Facebook, Instagram, Twitter, etc.);
• be able to work independently, on a team and be a self-starter;
• have experience working in a diverse, fast-paced environment;
• hold a Bachelor’s or Master’s degree.
Department: Center for Diversity of Inclusion
Title: Instructional Assistant for Diversity and Inclusion Support (Master’s Student, Possibly available for 2019)

Summary: The Instructional Assistant for the Center for Diversity and Inclusion assists in educational, cultural, and social programs and initiatives that advance cultural competence and understanding for the University of Houston campus. The Graduate Assistant is an integral member of the Center for Diversity and Inclusion team. Direct responsibility will be determined by individual’s skill sets as well as the needs of the Department. Evening and weekend hours may be required.

Duties:

- Develop, implement and evaluate the effectiveness of monthly/weekly communication related to social media, marketing, and website for the University Centers.
- Oversee the management of the Center for Diversity and Inclusion social media accounts.
- Assist with the creation and design of marketing materials for Center.
- Advise and/or supervise undergraduate student staff.
- Plan, implement, and evaluate programs that engage, empower and educate the University of Houston campus community.
- Build meaningful relationships and collaborations with campus constituency groups.
- Assist in training and development of student leaders on topics related to diversity and inclusion.
- Directly support the mission of the department and help establish the Center for Diversity and Inclusion as a central point for campus diversity information.
- Participate in evaluation and assessment of programs.

Skills/Qualifications:
Ideal candidates should:

- have a professional interest in Student Affairs, Counseling or related field;
- possess a desire to work with and serve underrepresented populations;
- be able to articulate a foundational understanding of social justice;
- be detail oriented and possess strong organization and computer skills;
- be comfortable navigating various relevant social media platforms (i.e. Facebook, Instagram, Twitter, etc.);
• be able to work independently, on a team and be a self-starter;
• have experience working in a diverse, fast-paced environment;
• hold a Bachelor's degree.
Department: Center for Fraternity & Sorority Life
Title: Graduate Assistant for Fraternity & Sorority Life
(Available for 2019)

Summary: The Graduate Assistant for Fraternity & Sorority Life assists in the ongoing implementation of a comprehensive fraternity & sorority program for UH students. The Graduate Assistant will serve on the front-line advising staff within the Center for Fraternity & Sorority Life and support all programs and initiatives that support student success within our 40+ chapters and 5 governing councils.

Duties:

- Serve on the front-line advising staff of the Center for Fraternity & Sorority Life as a council advisor, co-advisor or other organization/program advisor. Provide direct advising support to chapter and council officers.
• Serve as a ‘Chapter Coach’ for approximately 10 chapters providing a direct connection to the Center for Fraternity & Sorority Life. Develop regular connecting points to discuss chapter and member issues, future goals and objectives, etc.

• Provide regular communication with fraternity/sorority leaders about programs and deadlines. Invest in meaningful relationships with f/s leaders designed to promote moral and cognitive development.

• Assist in coordination of major CFSL programs such as the Future Greek Leaders Academy, the Fraternity/Sorority Presidents Leadership Summit, Fraternity/Sorority Presidents Roundtable/Town Hall, etc.

• Directly support the mission of the department and the learning outcomes through experiential education. Assist the CFSL in identifying strategic initiatives that support student learning. Create direct assessments designed to measure outcomes achievement.

• Assist chapter and council leaders in creating action items to implement feedback from the Fraternal Excellence Program (FEP) standards and assessment program.

• Provide strategies for assessment of student learning through fraternity/sorority programs and identify continual areas for growth.

• Support the CFSL staff in working with constituent groups (faculty/staff/alumni advisors, faculty and staff partners and other university administrators).

Skills/Qualifications:

• Ideal candidates will have a professional interest in Student Affairs and/or Student Activities and have experience with fraternity/sorority programs, leadership development programs, or other areas of student involvement.

• Candidates should have an understanding of college student learning and development in the context of the fraternity/sorority experience and a desire to engage in understanding and assessing student learning.

• Experience working in a diverse, fast-paced environment.

• Ability to work independently and be a self-starter

• Preference will be given to candidates who identify as a member of a fraternity or sorority.

• Note: Will entertain a 10 month position for summer internship opportunities.
Department: Center for Student Involvement
Title: Student Program Board Instructional Assistant (Possibly available for 2019)

Summary: The Instructional Assistant for the Student Program Board (SPB) works closely with all aspects of the University of Houston’s Student Program Board.

Duties:

- Serve as co-advisor for the Student Program Board and assist in the coordination and implementation of programs and events
- Assist in the fiscal and budgetary management of SPB’s student service-fee budget
- Review and submit university approved contracts and agreements for full execution between UH and vendors
- Attend evening and weekend meetings and events as needed
- Assist with the selection of stipend student leaders
• Assist in the development and facilitation of workshops and the stipend student leadership development curriculum
• Provide guidance and feedback to Student Program Board members, chairs and executives
• Serve on the InfraRED Nights planning committee
• Provide support the Center for Student Involvement’s Pindamonium program
• Assist with benchmarking and assessment efforts for the department
• Perform all duties related to being a staff member in the Center for Student Involvement, and support department programs and events

Skills/Qualifications:
• Ideal candidates will have a professional interest in Student Affairs and/or Student Activities and have experience with programming
• Candidates should have an understanding of college student learning and development in the context of student leadership and a desire to engage in research and assessment of student learning
• This position requires previous involvement or experience with event planning.
• Experience working in a diverse, fast-paced environment
• Ability to work independently and be a self-starter
Department: Center for Student Involvement
Title: Instructional Assistant for Leadership and Civic Engagement
(2 positions possibly available for 2019)

Summary: The Instructional Assistant for Leadership & Civic Engagement Programs assists in the development and implementation of civic engagement programs for UH students.

Duties:

• Assist with advising the Metropolitan Volunteer Program and supporting both ongoing volunteer events and signature events.*
• Assist with development and facilitation of workshops for the Metropolitan Volunteer Program.
• Assist with the Ignite Leadership Program including: recruitment, selection, planning and facilitating workshops, planning social and service events.*
• Support the implementation and assessment of leadership and civic engagement programs.
• Gather resources for the Civic Engagement webpage.
• Support the development of new Leadership and Civic Engagement events and programs.
• Assist with campus Days of Service events during Week of Welcome and the MLK Celebration.
• Assist partner programs of LeadUH with management and tracking student participation in programs.
• Assist with providing programming and leadership advising for the Impact Living Learning Community.
• Perform all duties related to being a staff member in the Center for Student Involvement.

Skills/Qualifications:

• Ideal candidates will have a professional interest in Student Affairs and have experience with nonprofit organizations or civic engagement programs.
• Candidates should have an understanding of college student learning and development in the context of leadership programs and a desire to engage in research and assessment of student learning.
• This position requires previous involvement or experience with event planning.
• Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Department: Center for Student Involvement  
Title: Instructional Assistant for Campus Traditions  
(Possibly available for 2019)

Summary: The Instructional Assistant for Campus Traditions works directly with the Frontier Fiesta Association, Homecoming Board, and the training for all fee-funded student leaders.

Duties:
• Assist with the advising of the Frontier Fiesta Association and Homecoming Board  
• Create and conduct fee-funded student leader trainings  
• Research and benchmark campus traditions events at other institutions  
• Assist with the creation, implementation and evaluation of program assessment efforts  
• Assist with the selection of stipend student leaders  
• Review and submit university approved contracts and agreements for full execution between UH and vendors.  
• Assist in the fiscal and budgetary management of FFAs student service-fee budget  
• Actively participate on the Frontier Fiesta and Homecoming Steering Committee  
• Assist with the marketing of Frontier Fiesta and Homecoming  
• Attend evening and weekend meetings and events as needed  
• Perform all duties related to being a staff member in the Center for Student Involvement

Skills/Qualifications:
• Ideal candidates will have experience and interest in the field of higher education and/or student development  
• Experience working in a fast-paced environment  
• Experience and ability to work effectively with diverse populations.  
• Strong ability to work independently and be a self-starter
• Ability to develop relationships and advise student leaders using student development theory
• This position requires previous involvement or experience with event planning.
• Ability to research, assess and make organizational recommendations
• Interest in working with large scale campus traditions, activities and events
• Budget management
• Customer Service, Problem Solving, Documentation Skills, Listening Skills, Phone Skills, Conflict Resolution Skills, Analyzing Information, Multi-tasking, Organizational Skills
• Task-oriented work style

Terms of Position: The Instructional Assistant for Campus Traditions will serve for one academic year with the option to consider a summer term and/or second year pending successful reviews as well as career interests. Assistantship experiences and projects will be developed in consideration of the individual’s skills, interests, and career goals. The Instructional Assistant will work a minimum of 20 hours per week.

Department: Center for Student Involvement (CSI)
Title: Instructional Assistant for Council for Cultural Activities (Possibly available for 2019)

Summary: The Instructional Assistant for the Council for Cultural Activities works closely with all aspects of the student service fee-funded organization. They operate as a para-professional staff member within the CSI team and are responsible for developing strong student leaders and advising them to create and support large scale multicultural programming efforts that are culturally sensitive and responsive to the highly diverse student population needs at the University of Houston.

Duties:
• Serve as co-advisor for the Council for Cultural Activities
• Research cultural/diversity events and practices at other institutions
• Create and conduct fee-funded student leader trainings
• Assist with the creation, implementation and evaluation of program assessment efforts
• Review and submit university approved contracts and agreements for full execution between UH and vendors
• Assist in the fiscal and budgetary management of CCAs student service-fee budget
• Actively participate in the Council for Cultural Activities meetings and events
• Assist with the selection of stipend student leaders
• Attend evening and weekend meetings and events as needed
• Assist in the evaluation of and assessment for the organization
• Assist with the marketing and re-branding of the Council for Cultural Activities
• Perform all duties related to being a staff member in the Center for Student Involvement

Skills/Qualifications:
• Ideal candidates will have experience and interest in the field of higher education and/or student development
• Experience working in a fast-paced environment
• This position requires previous involvement or experience with event planning.
• Experience and ability to work effectively with diverse populations.
• Strong ability to work independently and be a self-starter
• Ability to research, assess and make organizational recommendations
• Demonstrated ability to develop relationships with student leaders
• Budget management
• Task-oriented work style
• Ability to advise students utilizing student development theory
• Customer Service, phone skills, multi-tasking, organizational skills
• Experience planning and organizing multicultural events
DEAN OF STUDENTS OFFICE

Department: Dean of Students Office: Student Outreach and Support
Title: Graduate Assistant for the Dean of Students Office
(Available for 2019)

Summary: The Dean of Students Graduate Assistant for Student Outreach and Support helps to facilitate multiple programs including but not limited to student outreach, case management and various collaborative initiatives.

Duties:

- Assist with student outreach including phone calls, emails and student meetings, tabling and social media.
- Work collaboratively with the Case Manager, Graduate Social Work interns on outreach projects.
- Research and benchmark “best practices” and comparable programs related to: higher education case management interventions and assessments, peer support mentoring programs, and student leadership opportunities.
• Represent Student Outreach and Support through various workshops and presentations.
• Develop and maintain a monthly newsletter and explore social media platforms for student outreach
• Identify and recommend enhanced measures for student engagement and participation with Dean of Students office, programs and services.
• Assist the Dean of Students with projects.
• Assist as needed with other office programs and services, including Commuter Student Services and Parent & Family Programs, Student Conduct and Student Advocacy
• Performs other job related duties as assigned.

Skills/Qualifications:

• Experience and interest in the field of social work, higher education and/or student development.
• An interest in mental health, student success, mentoring
• Ability to maintain high level of confidentiality
• Strong ability to work independently on projects and adhere to established timelines.
• Desire to employ educational opportunities and interventions to enhance student success.
• In good standing with the university.
Department: Integrated Enrollment Services
Title: Enrollment Services Research Assistant
(Master’s or Doctoral Student, Possibly available for 2019)

Summary: The Enrollment Services Research Assistant will work with the Enrollment Services Senior Research Analyst to analyze, summarize, and report data related to Enrollment Services functions, especially related to Admissions and Scholarships & Financial Aid. The RA will also assist with fulfilling special data requests for university leadership, and aid in the management of some merit-based scholarship programs.

Duties:

- Draft and edit research summaries, including polished charts and tables, using Excel, Word, and PowerPoint.
- Collect public education data and summarize current trends at the local, state, and national level.
- Understand major university rankings systems and track UH performance.
• Support the work of a university scholarship committee.

Skills / Qualifications:

• Understanding of basic statistics and best practices in data visualization.

• Ability to clearly and concisely convey complex information.

• Experience searching for and using publicly available data, such as data provided by the US Department of Education, the Texas Education Agency, and the Texas Higher Education Coordinating Board.

• Technical competence in Microsoft Access, Excel, PowerPoint, and Word.

• Ability to clean and analyze large data sets using statistical software such as SPSS or Stata.
Department: LGBTQ Resource Center
Title: Graduate Assistant Program Coordinator
(Available for 2019)

Summary: Develop and implement programs and workshops

Duties:

- Assist with the development and implementation of the Peer Mentoring Program.
- Assist with the development and implementation of LGBTQ educational programs for the general student population and UH employees.
- Assist with the development and implementation of Lavender Graduation.
- Assist in the evaluations and assessment of select programs.
- Assist with the outreach and marketing of select programs.
- Provide excellent customer service to patrons of the LGBTQ Resource Center / Women and Gender Resource Center
- Perform all duties related to being a staff member in the LGBTQ Resource Center.
- Serve as a member of the LGBTQ Resource Center Advisory Board
- The position requires some evening and weekends

Skills/Qualifications:
- Possess an understanding of the issues facing LGBTQ students.
- Able to work in a diverse environment; ability to work independently and be a self-starter
- Able to facilitate interactive, engaging programs for groups of up to 35 students
- Able to maintain excellent customer service.
- Strong written and verbal communication skills as well as demonstrated leadership ability are desirable
- Team oriented ideals, willingness to work hard, and a desire to learn is important in this position.
- Able to problem solve and think creatively

(First year graduate student preferred)
OFFICE OF THE VICE CHANCELLOR/VICE PRESIDENT OF STUDENT AFFAIRS AND ENROLLMENT SERVICES

Department: Division of Student Affairs and Enrollment Services
Title: Assessment and Evaluation Research Assistant (Master’s or Doctoral Student, Possibly available for 2019)

Summary: The Assessment and Evaluation position will work with the Director of Assessment and Planning to design, implement, analyze, and share assessment and evaluation efforts for the division. This position will work with the collection and analysis of student-level data to identify trends and emerging themes among identified groups as well as reporting findings to campus stakeholders. Additionally, this position will work with the Director of Assessment and Planning to further promote a culture of assessment within the division through the design and delivery of workshops and educational resources for division staff. Hours will vary throughout the semester; however, consistent hours must be completed each week in person.

Desired Skills/Qualifications:

- Experience in assessment and evaluation of programs
Basic knowledge of student development theory
Technical competence in Excel, SPSS, and/or survey tools
Comfort with public speaking for groups of up to 30 people

Outcomes:

- Develop strong public speaking skills
- Apply research skills
- Interpret and summarize assessment data
- Design and implement effective assessment instruments
- Participation in the division’s external review process for departments
- Knowledge of student-level data and academic data cycles and reporting

Supervisor’s Expectations:

- Timeliness and open communication
- Ability to meet deadlines
- Strong ability to work autonomously and as part of a team

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**Department:** Vice President Student Affairs and Enrollment Services  
**Title:** Marketing & Communications Graduate Assistant  
(Available for 2019)

**Summary:** The position will collaborate with the division communications director to concept, design, and deliver digital and printed marketing collateral for the division and programs; develop and implement a social media communications and engagement strategy; collect, organize, and develop content for student email communications. Additionally, this position will further promote a culture of student success by assisting with the design and delivery of analytics and relevant data to division stakeholders. Hours will vary throughout the semester; however, consistent hours must be completed each week in person.

**Duties:**

- Graphic design
- Social media strategy
CMS administration

Skills/Qualifications:

- Proven success in graphic design and production
- Knowledge and brand management experience with social media platforms
- Expertise or highly proficient in Adobe Creative Suites, specifically InDesign, Illustrator, Photoshop, Lightroom
- Basic understanding and ability to use content management systems and enterprise WYSIWYG email applications
Department: Student Housing and Residential Life
Title: Graduate Assistant for Outreach
(Available for 2019)

Summary: The Graduate Assistant for Outreach will work closely with the Assistant Director to enhance existing programs and create new opportunities for student learning. Additionally, this position will have the ability to work in conjunction with both internal and external constituents.

Duties:

- Coordinate and participate in all phases of recruitment, selection and training for over 50 student employees.
- Manage the guest housing program including reservations, payments and assessment initiatives.
- Responsible for multiple publications in various media (print, online, etc.) as they relate to guest and conference services.
Collaborate with student organizations to plan and implement programming focused on sustainability.

- Participate in the planning and contract negotiations for a major summer program.
- Assist with special projects and other duties as assigned.

**Skills/Qualifications:**

- Ideal candidates will have a demonstrated understanding of student development, student success and/or hospitality management
- Experience planning and organizing events within a residential environment
- Strong writing and communication skills
- Ability to work independently and be a self-starter

**Terms of Position:** The GA for Outreach work 20 hours per week throughout the academic year along with an optional summer term.

**Compensation:** The standard Graduate Assistant compensation for the University of Houston along with a furnished on-campus apartment.

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**Department:** Student Housing and Residential Life  
**Title:** Graduate Assistant  
(2 positions available for 2019)

**Summary:** Responsible for helping shape and lead First Year Experience and/or Second Year Experience Programs for students who live on campus.

This is a 10-month, live-in position which requires a commitment of approximately 20 hours per week, including some evening and occasional weekend hours. The term of this position is the beginning of July 2019 – end of June 2020. Compensation includes: monthly graduate student stipend, on-campus apartment and university meal plan.

**Duties:**

- Participate in the planning and implementation of educational programs within Student Housing and Residential Life
- Assist with the Faculty in Residence program including: hosting, supporting, marketing, and assessment
• Assist with the management of the following living learning communities
  o Cougar Experience Scholars
  o Gender Diversity
  o Impact
• Assist in the advising of SHRL student organizations including Residence Hall Association and National Residence Hall Honorary
• Working closely with other Residential Life professional and student staff
• Actively participate in SHRL meetings, trainings, and events
• Attend evening and weekend meetings and events as needed
• Other duties as assigned

Skills/Qualifications:
• Ideal candidates will have a professional interest in Student Affairs and/or Student Activities and have experience with leadership programs in the area of Student Housing and Residential Life
• Experience living on campus (in residence halls)
• Demonstrated ability to develop relationships with student leaders and student employees
• Candidates should have an understanding of college student learning and development in the context of leadership programs
• Ability to advise and evaluate students
• Experience working in a diverse, fast-paced environment with the ability to work independently
• Strong organizational and communication skills
• Ability to innovate and problem solve
• Knowledge of First Year and Second Year student issues/concerns
• Bachelor’s degree and concurrent full-time enrollment in a University of Houston graduate program
Department: Student Centers
Title: Research Assistant, Assessment & Customer Service
(Master’s or Doctoral Student, Available for 2019)

Summary: The Graduate Assistant for Student Centers, Assessment & Customer Service, works closely with all aspects and components of the Student Centers team. The GA serves as the departmental contact for all customer service-related needs for professional and student staff. GA will also assist in collecting and interpreting assessment data for all components of the Student Centers.

Duties:

- Serve as lead coordinator for all aspects of customer service for the department, to include developing training for student staff, creating resources and materials for staff, and maintaining departmental initiatives focused on customer service
- Assist with hiring and training of student staff across Student Centers
• Assist with the creation and reporting of assessment mechanisms and data on behalf of the Student Centers team
• Research current best practices in the areas of assessment within the Student Centers/College Union field
• Assist with creation of student staff event programming and development
• Serve on Student Centers team and attend their regular meetings as requested
• May require evening and weekend work
• Other duties as assigned

Skills/Qualifications:

• Strong written and verbal communication skills
• Experience working, training or supervising university students
• Skills in problem solving, documentation, listening, resolving conflict, analyzing information, multi-tasking and organization
• Previous work/volunteer experience with a customer service focus
• Must have experience with assessment or data analysis
• Must have demonstrated experience with presentations and/or leading trainings
• Experience with Event Scheduling System (ex: EMS) and staff programs (ex: When2Work) is preferred
• Master’s or Doctoral student in Higher Education, Counseling, Social Work, or another related field

Department: Student Centers
Title: Graduate Assistant, Marketing and Programs
(Available for 2019)

Summary: The GA for Marketing and Programs works closely with the Division of Student Affairs and Enrollment Services - Student Centers marketing, events and programs.

Duties:

• Develop, implement and evaluate the effectiveness of monthly/weekly programs offered by the Student Centers.
• Provide marketing support for Student Centers units including Conference and Reservation Services, CreationStation, Games Room and Shasta’s Cones & More
• Assists with the planning and implementation of Student Centers programs, which includes but not limited to Student Centers Welcome Back, Student Centers Fall Fast, I “Heart” My Student Center, Cougar Casino and Student Centers Film Series.

• Assist with the hiring, training and supervision of Student Centers Marketing and Programs student employees.

• Support all social media platforms for Student Centers including: content creation, scheduling and cross promotions

Skills/Qualifications:

• Ability to think creatively

• Customer Service, Problem Solving, Documentation Skills, Listening, Phone Skills, Resolving Conflict, Analyzing Information, Multi-tasking, Organizational Skills

• Budget management

• Social media, photography, and/or graphic design experience preferred

• Master’s student in Higher Education, Marketing, Counseling, Social Work, or another related field

Department: Student Centers

Title: Graduate Assistant, Discount Ticket Program

(Available for 2019)

Summary: The GA for the Discount Ticket Program works closely with the Division of Student Affairs and Enrollment Services - Student Centers Information Center, Marketing, events and programs.

Duties:

• Develop, implement and evaluate the effectiveness of a new discount ticket program offered by the Student Centers

• Develop, implement and evaluate the effectiveness of a new discount ticket program offered by the Student Centers

• Build relationships with different partners/vendors to expand and diversify ticket offerings for the student population

• Assists with the planning and implementation of programs, which includes but is not limited to: MyUH, MyHouston, Ticket Promotion and Distribution Events and Student Centers Film Series.
• Assist with the hiring, training and supervision of Student Centers Information Desk and Ticket Program student employees.
• Serve on Student Centers Marketing Committee and attend other Student Centers team meetings as required
• Some Nights/Weekends may be necessary

Skills/Qualifications:

• Budget management
• Event Planning
• Relationship building
• Customer Service, Problem Solving, Documentation Skills, Listening, Phone Skills, Resolving Conflict, Analyzing Information, Multi-tasking, Organizational Skills
• Student Supervisory experience preferred
• Master’s student in Higher Education, Marketing, Counseling, Social Work, or another related field
**URBAN EXPERIENCE PROGRAM**

**Department:** Urban Experience Program  
**Title:** Instructional Assistant for the Urban Experience Program  
*(Available for 2019)*

**Summary:** The Instructional Assistants for the Urban Experience Program will assist with the implementation of marketing, leadership, and programming development for student success. Additionally, the Instructional Assistants will advise student staff and support Professional staff as directed.

**Duties:**

- Focus areas to support the UEP included, but not limited to Marketing, Social Media Campaigns, Department Events, Special Projects, Programs, and office updates reflected in the UEP newsletter
- Assist with the development and implementation of an annual marketing plan for the department including specific due dates, themes, and promotions throughout the year
• Assist in the development and implementation of staff trainings to include, but not limited to helping skills, customer service, UEP resources knowledge/history, and employee relations

• Assist with the development and delivery of presentations to the University Community about UEP

• Serve as historian for programs and special events

• Maintain and organize the paperwork for daily operations included, but not limited to UEP student portfolios, student data analysis etc.

• Build relationships with external partners to assist students with access to community resources

• Actively participate in meetings, trainings, and events of UEP

• Assist in the hiring, training, and advising for student staff

• Oversee the scheduling of student staff, review and approve/deny time-off request

• Assist UEP participants in developing action plans for student success

• Develop educational, civic engagement, and social programs that promote student success and retention

• Implement assessment initiatives related to evaluating the UEP and related aspects including, but not limited to developing program evaluations, creating learning outcomes for all events/programs within UEP, writing reports, etc.

• Assist in the development of transition program for FTIC/Transfer students in the late summer/early fall

• Coordinate marketing and implementation of MAP-Works initiative for all eligible student staff and program participants

• Other duties as assigned

**Skills/Qualifications:**

• Ideal candidates will have a professional interest in Student Affairs and/or Student Activities and have experience with leadership development and civic engagement programs

• Candidates should have an understanding of college student learning and development in the context of leadership programs and a desire to engage in research and assessment of student learning

• Ability to advise and evaluate students

• Ability to create and implement workshops and staff training
• Ability to apply student development theory to work with students and development of trainings
• Ability to develop innovative ideas and problem solve
• Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter
• Financial management skills
• Strong organizational and communication skills
• Customer Service skills, Documentation skills, Listening skills, Phone skills, Conflict Resolution skills, Multi-tasking skills, and Collaboration skills
Department: University Career Services  
Title: Career Counseling Graduate Assistant  
(2 Positions available for 2019)

Duties:

- To work a minimum average of 15-20 hours per week and at least 3 days per week.
- To maintain at least 10-15 student contact hours per week.
- To facilitate drop-in counseling hours
- To conduct individual counseling sessions and keep written case notes.
- To conduct vocational pre-assessments with students.
- To attend the bi-monthly counseling team meetings, if available
- To follow all of the requirements and procedures of University Career Services.
- To keep an accurate log of the practicum internship experience.
• To follow professional (ACA, APA or Aacd) and agency ethical guidelines, along with UH MAP and SAM policies.
• To attend recurring Group Supervision meetings and to present at least one case study utilizing a theoretical orientation applied to career counseling.
• To facilitate various career exploration and development workshops both internal and external of the department, which would count toward psycho-educational group hours.
• To assist with other duties as assigned, regarding Career Counseling team goals/projects.

Skills/Qualifications/Eligibility Requirements:
Currently enrolled graduate student (masters or doctoral) within the final year of a counseling, education or higher education related program with a minimum of a 3.0 GPA. Related experience working with diverse student populations and a desire to work in a higher education setting preferred.
WOMEN AND GENDER RESOURCE CENTER (WGRC)

Department: Women and Gender Resource Center (WGRC)
Title: Women and Gender Resource Center Graduate Assistant

Summary: The WGRCs mission is to promote gender equity and gender justice at UH through advocacy, education, empowerment, and support services. The Graduate Assistant for the WGRC assists with awareness, outreach, and educational programs and initiatives. The Graduate Assistant is an integral part of the WGRC team.

- 20 hours per week
- $1200 per month (12 month position beginning August 2017)
- *Evening hours may be required

Duties:

- Assist WGRC staff in the planning, implementation and evaluation of WGRC signature programs that engage, empower and educate the UH campus community
• Develop, implement, and evaluate comprehensive WGRC Outreach initiatives (including resource tabling/fairs, social media campaigns, WGRC 101 presentations, etc.)

• Facilitate or co-facilitate educational workshops regarding gender equity, gender diversity and sexual violence/misconduct

• Assist with departmental assessment and data collection/tracking

• Assist with general office tasks and responsibilities related to daily operations

• Assist with training and development of student leaders (student staff and student ambassadors)

• Serve as a co-advisor for the Student Feminist Organization

• Serve on division-wide committees and planning teams as needed

• Build meaningful relationships and collaborations with campus and community partners

• Provide excellent customer service to patrons of the WGRC and LGBTQ- Resource Center (*Centers are within the same physical/office space)

• Perform other duties as assigned

Skills/Qualifications:

Ideal Candidates Should

• Possess a working knowledge of women’s, gender, and sexual violence related topics and issues, and have an appreciation for diversity, equity, inclusion and social justice

• Have a professional interest in Student Affairs, Social Work, or a related field

• Be able to facilitate interactive and engaging programs, events, and workshops for students, staff and faculty

• Possess strong organizational, communication, and computer skills

• Be able to work independently, on a team, and be a self-starter

• Have experience working in a diverse, fast-paced environment

*Requirement- Candidates must hold a Bachelor’s degree, and be enrolled as a graduate student (Education, Higher Education, Social Work, or related program preferred) during the academic year