

Job Title	Graduate Assistant for Retention & Graduation Initiatives- Cub Camp
Employer/ Agency	Cub Camp- Undergraduate Student Success (Office of the Provost, University of Houston)
Job Description	<p>Summary: The Graduate Assistant for Retention and Graduation Initiatives will assist in the development and delivery of an extended orientation program dedicated to increasing student success, promoting academic excellence, and improving timely graduation. The GA will also assist in general office duties and collaborating with campus partners in order to deliver programs for first-year students.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Assist in recruitment, selections, supervision and training of the Executive Team (director staff for Camp). • Provide support and supervision for Camp staff (Co-Chairs, Counselors, and Crew). • Assist in the evaluation and assessment of new student programs. • Assist in retention initiatives as they relate to camp and assist in the delivery of new programs and services as needed. • Execution of a comprehensive communication plan. • Build meaningful relationships and collaborations with campus partners. • Assist in training and development of student leaders on topics related to facilitation, risk management, and diversity and inclusion.
Qualifications	<ul style="list-style-type: none"> • Must attend Cub Camp in summer 2020; • Must be an enrolled graduate student; • Preference will be given to students in the College of Education’s Higher Education program; • A desire to work with and mentor students of diverse backgrounds; • Previous experience with coordinating and/or assisting with student programs/events; • Demonstrated ability to work autonomously and as a team member; • A self-starter, motivated and able to stay focused through multi-tasking; • Flexible to work some weekend and evening hours during extended orientation programs; • Demonstrated verbal and written communication skills; • Other experience/skills as relevant to specific position responsibilities;
Salary/Hours	\$12/hour; 20 hours per week
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Opening Date	8/27/2019

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