



ASSISTANTSHIP OPPORTUNITIES

2022 - 2023

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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 and Instructional 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/>
Prospective students can contact Dr. Tiffany Davis, M.Ed. Program Director, at tdavisq@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

ADMISSIONS



Department: Office of Admissions

Title: Graduate Assistant, Office of Admissions

(Possibly available for 2022-23)

Summary: The Office of Admissions provides support for freshman and transfer students during the application and transition process to the University of Houston. Graduate Assistants provide professional customer service to students, faculty, staff, and the community within the Office of Admissions Welcome Center. Student workers, known as Customer Service Ambassadors, operate as a front-line representative for all customer service areas alongside graduate assistants and professional staff members. Front line areas include but are not limited to front desk support, email, and phone for admissions, orientation, and campus visit programs.

Duties and Responsibilities:

- Under the supervision of professional staff, manage 7-10 Customer Service Ambassadors, including training development, schedule management, day to day supervision and task management
- Provides general information and answers inquires received via virtual and web-based technologies, and walk-in customers regarding the various enrollment services processes and offerings of the university
- Counsel students through the admissions process during walk in support for Admissions
- Proactively resolves customer issues and makes recommendations or takes action to meet their needs; investigates customer complaints and participates in negotiating a solution
- Communicates effectively and professionally with students, internal departments, and external entities to resolve customer issues
- Provides instruction on how to obtain and complete university documents as well as admissions application process
- Utilizes PeopleSoft to troubleshoot customer problems; refers more difficult problems to the next service level
- Support research, assessment, benchmarking, and other data projects within customer service
- Additional special projects/events and other duties as assigned to be determined based on the skills and interests of the successful candidate
- Assist with staffing large scale events within Prospective and New Student Programs including Cougar Preview, New Student Orientation, etc.
- Meet all goals and responsibilities as outlined for Prospective and New Students Programs as well as the Office of Admissions

Skills/Qualifications:

- Motivated graduate students pursuing a degree from the University of Houston
- Maintain regular office hours, 20 hours a week. Graduate assistants generally work a standard weekly schedule during 8:00 am to 8:00 pm. Some after hour time required based on events and call campaigns. Scheduling will be based on availability provided by the employee
- Passion for helping prospective students and families understand the application process and immense opportunities offered at the University of Houston through exceptional customer service

Department: Office of Admissions

Title: Graduate Assistant, Campus Visits & Events

(Available for 2022-23)

Summary: The mission of Prospective and New Student Programs is to recruit prospective freshmen and transfer students in making educated decisions through the admissions, housing, scholarship and financial aid, and ultimately the enrollment process through exciting, innovative and attendee specific programming. At the University of Houston, the Welcome Center and Campus Visits are housed within the Prospective and New Student Programs branch of the Office of Admissions.

The Campus Visit program welcomes over 30,000 students and guests each fiscal year through campus visit opportunities. Our program has a robust visit schedule that includes individual visits for prospective and admitted students and group visits for students 9th grade and above. Additionally, campus visits hosts events admitted student events, transfer student events, and open house events. These visit numbers are made possible due to the work of our student-led, student-run UH Ambassador Program. The program is made up of 6-8 Leadership Council members which govern 50 ambassadors.

Duties and Responsibilities:

- Under the supervision of professional staff, manage the UH Ambassador Leadership Program and execute professional development coaching activities for ~50 undergraduate students in the program
- Lead small group coaching activities for students based on their professional development goals. Topics include time management, building resumes, interviewing, etc.
- Coordinate Transfer Tuesday and its related visit components including the admissions presentation, Admissions Counseling, Transfer Advising Program, and assessment
- Oversee implementation of Explore UH, a Friday campus visit initiative which connects visitors to available academic colleges
- Support designing new initiatives to create programs that support prospective and new students from targeted demographics
- Foster innovation for marketing initiatives through social media, call campaigns, email campaigns, etc.
- Provide professional support for special campus visit events including Saturday campus visits, Cougar Preview, spring New Student Orientations, and admitted student events.
- Assist with the preparation, management, and logistical support of the UH Campus Visit Program, including conducting admissions information sessions

- Additional special projects and other duties as assigned to be determined based on the skills and interests of the successful candidate
- Meet all goals and responsibilities as outlined for Prospective and New Students Programs as well as the Office of Admissions

Skills/Qualifications:

- Motivated graduate students pursuing a degree from the University of Houston
- Maintain regular office hours, 20 hours a week. Graduate assistants generally work a standard weekly schedule during 8:00 am to 8:00 pm. Some after hour time required based on events and call campaigns. Scheduling will be based on availability provided by the employee
- Passion for helping prospective students and families understand the application process and immense opportunities offered at the University of Houston through exceptional customer service

Department: Office of Admissions

Title: Graduate Assistant, New Student Orientation

(Possibly available for 2022-23)

Summary: Prospective and New Student Programs' mission is to support the transition and success of undergraduate students and their families at University of Houston. To accomplish this mission, Prospective and New Student Programs offers a variety of programs and services, including: New Student Orientation – Freshman Orientation for freshmen, Transfer Orientation for Transfers, International Orientation, and Combined Orientation. Staff members work with two student groups: the Orientation Leaders (SOLs) and the Student Orientation Coordinators (SOCs).

Duties and Responsibilities:

- Assist the Program Manager and Prospective and New Student Programs staff in the development, implementation, and assessment of New Student Orientation
- Assist in the recruitment, selection, training, mentoring and supervision of Student Orientation Leaders (SOLs) and the executive body, the Student Orientation Coordinators (SOCs)
- Work in conjunction with the Program Manager in working with and supervising the committees from the SOCs
- Manage the orientation email account and assist with answering emails and phone calls related to New Student Orientation
- Assist with the arrangement and development of virtual orientation; approving students and placing them into the online orientation program
- Complete evaluation reports and implementation binders for all relevant projects
- Submit an end-of-the-year report to the Director of Prospective and New Student Programs
- Provide assistance and support to a student worker responsible for answering emails and phone calls related to Prospective and New Student Programs
- Support research, assessment and evaluation initiatives in Prospective and New Student Programs, including participation in departmental planning, visioning, and projects
- Serve as an active member of the team during all Spring Orientation Programming (Summer Orientation programming as well if available but not required)
- Perform other duties as assigned

Skills/Qualifications:

- The Graduate Assistant is expected to be student-centered, task-oriented, and relationship-oriented. This positions requires problem solving autonomous work, and team work as well as proficiency with computers and various technologies.
- Small and large group facilitation skills, strong customer service skills, appreciation for diversity and the ability to work successfully with a variety of constituents are also highly desired.
- Maintain regular office hours, 20 hours a week. Graduate assistants generally work a standard weekly schedule but must be flexible when orientation, training & retreats are in session. Some evening and/or weekend work is required.

A.D. BRUCE RELIGION CENTER



Department: A.D. Bruce Religion Center

Title: Graduate Assistant, A.D. Bruce Religion Center

(Possibly available for 2022-23)

Summary: The Graduate Assistant position will assist in the implementation of several program initiatives as AD Bruce Religion Center looks to “Celebrate Spiritual Diversity”.

Duties and Responsibilities:

- Assist with the Interfaith Dialogue program
- Assist with on-going initiatives including Good Morning Mondays and Wednesday Lunches
- Supports all campus outreach
- Develops collaborative programs and services with student organizations, colleges university departments
- Assists with the development and implementation of departmental assessment projects
- Assists with departmental marketing
- Other duties as assigned

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 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

CENTER FOR FRATERNITY AND SORORITY LIFE



Department: Center for Fraternity & Sorority Life

Title: Graduate Assistant for Fraternity & Sorority Life

(Possibly available for 2022-23)

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.

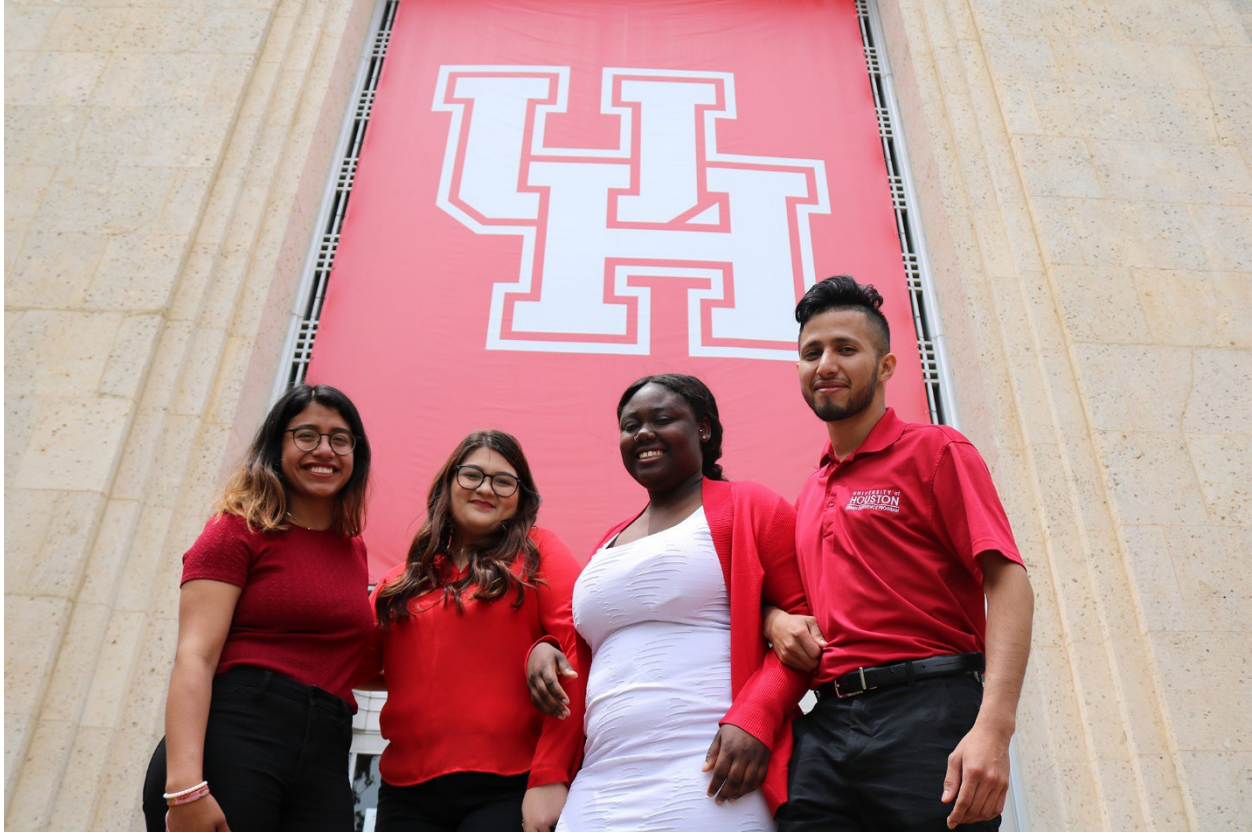
Duties and Responsibilities:

- 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.
- Assist in the advising, training, and budgetary management of the CFSL Ambassador Program.
- 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
- Research and benchmark recruitment, retention, and cross-council initiatives at other institutions
- Assist in coordination of major CFSL programs such as the Future Greek Leaders Academy, the Fraternity/Sorority Presidents Leadership Summit, and ELEVATE Leadership Summit
- Provide instruction and coordination of the Presidents Roundtables/Town Halls
- 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

CENTER FOR STUDENT EMPOWERMENT



Department: Center for Student Empowerment

Title: Instructional Assistant for the Center for Student Empowerment
(Available for 2022-23)

Summary: The I.A.s for the Center for Student Empowerment will assist with the implementation of seminars, classes, and programming development for student success. Additionally, the I.A.s will advise student staff and support Professional staff as directed to guide the success of student enrolled in UEP

Duties and Responsibilities:

- Focus areas to support the CSE include instructional duties CSE courses, programs, projects, or other activities in support of the instructional process
- 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 included, but not limited to helping skills, customer service, CSE resources knowledge/history, and employee relations
- Assist with the development and delivery of presentations to the University Community about CSE
- Serve as historian for programs and special events
- Maintain and organize the paperwork for daily operations included, but not limited to CSE student portfolios, student data analysis etc.
- Build relationships with external partners to assist students with access to community resources
- Actively participate in student meetings, trainings, and events of CSE
- Assist CSE 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 CSE and related aspects including, but not limited to developing program evaluations, creating learning outcomes for all events/programs within CSE, writing reports, etc.
- Assist in the development of transition program for FTIC/Transfer students in the late summer/early fall
- 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

CENTER FOR STUDENT INVOLVEMENT



Department: Center for Student Involvement

Title: Instructional Assistant for Council for Cultural Activities

(Possibly available for 2022-23)

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 and Responsibilities:

- 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

Department: Center for Student Involvement

Title: Graduate Assistant for Leadership and Civic Engagement

(2 positions; 1 available for 2022-23, 1 possibly available)

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

Duties and Responsibilities:

- Assist with advising the Metropolitan Volunteer Program and supporting both ongoing volunteer events and signature events*
- Assist with the Ignite Leadership Program including recruitment, selection, planning and facilitating workshops, planning social and service events*
- Assist with development and facilitation of workshops for students.
- Support the implementation and assessment of leadership and civic engagement programs, including social issue awareness events
- Gather resources for the Leadership and Civic Engagement webpages
- 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: Graduate Assistant for Registered Student Organization Services
(Possibly available for 2022-23)

Summary: The GA for Registered Student Organization Services assists in the development and implementation of leadership development programs for student leaders of Registered Student Organizations at the University of Houston.

Duties and Responsibilities:

- Facilitating, processing, and assisting in Organization Registration and Event Registration
- Organizing and maintaining risk management records
- Co- Advising Cougar Involvement Ambassadors
 - Personal Involvement Consultations with students
 - Student Organization Best Practice Consultations
 - New Student Organization Consultations
 - Carrel Area Management
 - Involvement Resources
 - Involvement Blasts
- Co-Advising Activities Funding Board
 - Hearings
 - Assisting with Expenditure Requests
 - Assisting Maintaining Budget
- Assisting with the allocation and management of Registered Student Organizations spaces (Carrels and Lockers)
- Assist in the creation and implementation of new RSO Programming and Services initiatives
- Scheduling, facilitating, and developing new SOLD Sessions
- 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 in leadership and programming
- 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 leader learning
- Experience working in a diverse, fast-paced environment; ability to work autonomously as well as in teams

Department: Center for Student Involvement

Title: Student Program Board Instructional Assistant

(Possibly available for 2022-23)

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 and Responsibilities:

- 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 understand 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: Graduate Assistant for Registered Student Organization Services
(Possibly available for 2022-23)

Summary: The GA for Registered Student Organization Services assists in the development and implementation of leadership development programs for student leaders of Registered Student Organizations at the University of Houston.

Duties and Responsibilities:

- Facilitating, processing, and assisting in Organization Registration and Event Registration
- Organizing and maintaining risk management records
- Co- Advising Cougar Involvement Ambassadors
 - Personal Involvement Consultations with students
 - Student Organization Best Practice Consultations
 - New Student Organization Consultations
 - Carrel Area Management
 - Involvement Resources
 - Involvement Blasts
- Co-Advising Activities Funding Board
 - Hearings
 - Assisting with Expenditure Requests
 - Assisting Maintaining Budget
- Assisting with the allocation and management of Registered Student Organizations spaces (Carrels and Lockers)
- Assist in the creation and implementation of new RSO Programming and Services initiatives
- Scheduling, facilitating, and developing new SOLD Sessions
- 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 in leadership and programming
- Candidates should understand college student learning and development in the context of leadership programs and a desire to engage in research and assessment of student leader learning
- Experience working in a diverse, fast-paced environment; ability to work autonomously as well as in teams

CENTER FOR STUDENT MEDIA



Department: Center Student Media (CSM)

Title: Instructional Assistant for CSM Publications & Operations
(Possibly available for 2022-23)

Summary: The Instructional Assistant for Center for Student Media Publications & Operations assists in the development and implementation of CSM publications, which includes Houstonian, and Transitions Magazines, as well as serving as the Editor of Cooglife Magazine. This IA position also helps support department and student organization events and publication distribution.

Duties and Responsibilities:

- Assists with supporting all CSM events, publication distribution, and replenishment needs
- Assists the CSM Program Coordinator with the development and facilitation of workshops for the Cougar and Cooglife Magazine staff
- Assist with the Media Camp, including planning and facilitating education sessions

- Serves as the Executive Editor for Cooglif and collaborates with the Director of CSM, Program Coordinator, CSM Advertising, and the Cooglif magazine staff to print all CSM sponsored publications on time
- Assist with supporting the implementation and assessment of CSM publication, pick up rates, readership, and management and tracking of student participation in CSM and Cooglif sponsored events
- Research and gather resources for the continued development of the Cooglif magazine brand.
- Assists with the planning and execution of all CSM and Cooglif sponsored events
- Perform all duties related to being a staff member in the Center for Student Media

Skills/Qualifications:

- Ideal candidates will have a professional interest in Student Affairs and have experience in working in student publications or journalism experience
- Candidates should have an understanding of college student learning and development in the context of advising and supporting, as well a desire to engage in research and assessment of student learning
- This position requires experience with writing, photography, and design, which includes the use of the Adobe Creative Suite (i.e. Illustrator, InDesign, Photoshop, etc.), Canva, and WordPress
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter

DEAN OF STUDENTS OFFICE



Department: Dean of Students Office

Title: Instructional Assistant

(Possibly available for 2022-23)

Duties and Responsibilities:

- Assist with student advising and educational development
- Assist with student outreach including phone calls, emails and student meetings, tabling and social media
- Work collaboratively with the Assistant Dean of Students-SOS, 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

DSAES Assistantship Opportunities, 2022-2023

- Develop, Plan and Facilitate Student Outreach and Support 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:

- An enrolled student in the Master's Program at University of Houston during the job period and be able to perform the above-mentioned duties

Department: Dean of Students Office

Title: Instructional Assistant

(Possibly available for 2022-23)

Duties and Responsibilities:

- Help to establish the Dean of Students Office as a central point of information and assistance for commuter students
- Provide leadership and advocacy in campus efforts to identify commuter needs, increase services and foster opportunities for commuter engagement on campus
- Assist with the Commuter Assistant recruitment, selection, training, and implementation process
- Plan and implement campus-wide commuter student educational programs including Commuter Student Kick-Off, monthly resource workshops, Commuter Student Pop-ups and Meet-ups, etc.
- Responsible for overseeing the social media for commuter students including management of the commuter student Facebook site
- Serve a member of Family Weekend Planning Committee
- Support the Assistant Dean of Students in matters related to Family Weekend including, but not limited to marketing, promo item design, program design and implementation
- Assist with the development of new programs and initiatives for Parent and Family Programs
- Performs other job-related duties as assigned

Skills/Qualifications:

- An enrolled student in the Master's Program at University of Houston during the job period and be able to perform the above-mentioned duties

Department: Dean of Students Office

Title: Instructional Assistant

(Possibly available for 2022-23)

Duties and Responsibilities:

- Assist with the facilitation, management, and assessment of student conduct, including the development of assessment tools, statistical reports, and various research projects
- Coordinate, organize, and assist with the training and facilitation of University Hearing Board
- Facilitate bi-weekly workshops related to decision-making, core values, and other related matters affecting student behavior
- Participate in training efforts of student groups, faculty, and staff related to DOS content-specific programs and services, including reporting behavior, dealing with difficult students, hazing, and more
- Work collaboratively with the Assistant Dean to investigate and adjudicate student disciplinary matters
- Research and benchmark “best practices” and comparable programs related to: Conflict Resolution, Restorative justice, educational workshops, and other educational projects
- Assist with Student Advocacy services; meet with students and follow-through with problem resolution
- Serve as principal advisor to the Dean of Students Leadership Council, an advocacy and support-based student group
- Assist with the development and maintenance of social media content across multiple platforms.
- Identify and recommend enhanced measures for student engagement and participation with Dean of Students Office, programs, and services
- Assist as needed with other office programs and services, including Commuter Student Services and Parent & Family Programs
- Performs other job-related duties as assigned, including front desk operations when needed

Skills/Qualifications:

- An enrolled student in the Master’s Program at University of Houston during the job period and be able to perform the above-mentioned duties

INTEGRATED ENROLLMENT SERVICES



Department: Integrated Enrollment Services

Title: Research Assistant, Enrollment Services

(Available for 2022-23)

Summary: The Enrollment Services Research Assistant will assist in the analysis, summary, and reporting of 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 and Responsibilities:

- Draft and edit research summaries, including polished charts and tables, using R, Excel, Word, and PowerPoint

- Collect public education data and summarize current trends at the local, state, and national level
- Support the work of the university scholarship committee

Skills/Qualifications:

- Understanding of basic statistics and best practices in data visualization
- Ability to convey complex information clearly and concisely to division leadership
- Experience searching for and using publicly available data such as data provided by the U.S. Department of Education, the Texas Education Agency, and the Texas Higher Education Coordinating Board
- Technical competence in Microsoft Excel, PowerPoint, and Word
- Ability to clean and analyze large data sets using statistical software such as SPSS or Stata
- Preferred skills: Ability to clean, analyze, visualize, and communicate data using the R programming language or willingness to learn

STUDENT CENTERS



Department: Student Centers

Title: Graduate Research Assistant, Assessment & Customer Service
(Available for 2022-23)

Summary: The Graduate Research Assistant for Student Centers works closely with all aspects related to the Student Centers team, specifically focusing on collecting and interpreting Assessment Data, improving Customer Service, and providing training for Student Employees.

Duties and Responsibilities:

- Collect and interpret Data from the Student Centers' Assessment Projects that could include activities such as Customer satisfaction surveys, Focus Groups and conducting pre/post-test analysis
- Research current best practices in the areas of assessment within the Student Unions/Student Center field.

- Assist with creation and development of assessment mechanisms on behalf of the Student Centers
- Assist with development of student staff programming and training
- Assist with the analysis of EBI/Skyfactor results to make recommendations for action plans
- Serve on Student Centers team and attend their regular meetings

Skills/Qualifications:

- Strong Writing and Communication Skills
- Customer Service, Problem Solving, Documentation Skills, Analyzing Information, Multi-tasking, Organizational Skills
- Experience with Campus Labs/Baseline and/or Event Scheduling Systems (such as EMS) would be beneficial but not required

Department: Student Centers

Title: Instructional Assistant, Information Center & Special Programs
(Available for 2022-23)

Summary: The Instructional Assistant in the Information Center is an integral member of the Student Centers team and operates as paraprofessional staff member in a unit that provides customer service to students, staff, faculty, and community members. The Instructional Assistant will assist the Program Manager with special programs such as COOG\$ave or Sustainability, historically managed under the Information Center. Direct responsibility will be determined by individual's skill set, as well as the needs of the department. Some evening and weekend hours may be required.

Duties and Responsibilities:

- Assist with the recruitment, selection, training, mentoring, supervision, and instructional support of Student Centers Information Center and Special Programs undergraduate student employees.
- Collaborate and take initiative to design and create innovative methods to enhance the special programs.
- Identify and build relationships with different partners/vendors
- Research and gather resources for the continued development of special programs
- Serve as lead coordinator for COOG\$ave, a program with the goal to provide discounts to student, staff, faculty and the alumni community
- Liaison with the marketing team to design and coordinate marketing strategies and social media that will enhance the awareness of the program
- Assists with the planning and implementation of Student Centers programs, which includes but not limited to Student Centers Welcome Back, Student Centers Fall Fest, I "Heart" My Student Center, Cougar Casino, Student Centers Film Series
- Serve on Student Centers Marketing Committee and attend other Student Centers team meetings as required
- Provides general information and answers inquiries received via telephone, web-based technologies, and walk-in customers regarding the various offerings of the university
- Additional special projects and other duties as assigned to be determined based on the skills and interests of the successful candidate

Skills/Qualifications:

- Strong written and verbal communication skills

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- Strong creative and communication skills
- Self-motivated; must be able to develop content independently
- Budget management, event planning, relationship building
- Student Supervisory experience preferred
- Customer Service, Problem Solving, Documentation Skills, Listening, Phone Skills, Resolving Conflict, Analyzing Information, Multi-tasking, Organizational Skills

STUDENT HOUSING AND RESIDENTIAL LIFE



Department: Student Housing and Residential Life

Title: Graduate Assistant, Student Housing and Residential Life
(Possibly available for 2022-23)

Summary: Summary: The Graduate Assistant for Student Housing and Residential Life will have the opportunity to work on a broad range of programs and projects within housing. This position focuses student advising and learning community work, but the GA will also be able to assist with developing marketing and assessment for student success programming and front desk management and student supervision.

This position is a live on position that includes an on-campus apartment and meal plan as part of the compensation.

Duties and Responsibilities:

- Designing, developing, and implementing programming opportunities for on-campus residents
- Supervise student Desk Assistants and manage and area desk with housing
- Assist with Learning Community development, recruitment, and management
- Creating marketing and assessment strategies for residence hall programming
- 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 in the advising of SHRL student organizations including Residence Hall Association and National Residence Hall Honorary
- Working closely with other Residential Life professionals and student staff
- Actively participate in SHRL meetings, trainings, and events
- Attend evening and weekend meetings and events as needed

Skills/Qualifications:

- RHA/NRHH or other student organization experience
- Learning Community experience
- Programming experience
- Experience living on campus (in residence halls)
- BA degree

Department: Student Housing and Residential Life

Title: Graduate Assistant for Outreach

(Available for 2022-23)

Summary: The Graduate Assistant for Outreach will work closely with the Associate Director to enhance existing programs and create new opportunities for student learning. This position will have the ability to work in conjunction with both internal and external constituents as it relates to the guest housing program as well as summer conferences. The selected candidate will receive on-campus apartment and meal plan as part of the compensation.

Duties and Responsibilities:

- Coordinate and participate in all phases of recruitment, selection and training for over 50 conference assistants
- 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
- 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 with a residential environment
- Strong writing and communication skills
- Ability to work independently and be a self-starter

OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS & ENROLLMENT SERVICES



Department: Office of the Vice President of Student Affairs & Enrollment Services

Title: Assessment and Evaluation Research Assistant
(Available for 2022-23)

Summary: The Assessment and Evaluation Research Assistant position will work with the Director of Assessment and Planning to design, implement, analyze, and share assessment and evaluation efforts for the division. The Research Assistant will also assist the Director with the collecting and reporting of data from DSAES departments on their progress towards annual assessments and contributions towards the division's strategic plan.

Duties and Responsibilities:

- This position will work with the collection and analysis of 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 staff in the Vice President of Student Affairs and Enrollment Services' Office to help analyze and share information about the work of the Division

Skills/Qualifications:

- Familiarity with basic qualitative and/or quantitative research methods
- Technical competence in Excel, SPSS, and/or survey tools
- Experience in assessment and/or evaluation of programs and with student development theory is a plus