POSITION
DEPARTMENT: Enrollment Management
UNIT: Parent & Family Programs
JOB TITLE: Graduate Assistant, Events & Student Leaders Programming
SUPERVISOR: Senior Officer for Parent & Family Programs

UC SAN DIEGO
UC San Diego is home to more than 38,000 students of which over 30,000 are undergraduates. Through a Seven College system, UC San Diego offers over 130 undergraduate majors, and is ranked #1 for research, social mobility, and service; and functions under the pillars of a student-centered, research-focused, service-oriented public university.

DEPARTMENT DESCRIPTION
Enrollment Management (EM) is a multi-unit department within the Office of the Executive Vice Chancellor-Academic Affairs. The Unit is led by the Associate Vice Chancellor of Enrollment Management (AVC EM) who serves as the Chief Enrollment Officer of the University. EM is comprised of multiple high-profile, core functional units including the Office of Admissions, Office of the Registrar, Financial Aid & Scholarships Office, Enrollment Management Technology Services (EMTS), Cal-SOAP, Creative Services, Analytical Services, Parent & Family Programs, and the Business Office. EM’s core functions oversee undergraduate admissions and student outreach, continuing student enrollment management, and financial aid and scholarship management.

UNIT DESCRIPTION
Parent & Family Programs motto is “when parents are informed, students benefit.” Parent & Family Programs at UC San Diego engages families as partners in the educational journey of their student. We provide services, resources, and programs that inform families about the university, help navigate campus resources, support their student, and develop an affinity to UC San Diego.

RESPONSIBILITIES
- Plan Siblings Day for UC San Diego students and their sibling; a 200 plus person event.
- Plan fall and spring training for the office’s student leaders and student volunteers; approximately 10-15 students.
- Coordinate marketing, recruitment, interview, selection and hire of student leaders for 2020-2021.
- Recruit content for and build the online Triton Family Connection E-Newsletter.
- Manage and engage the Triton Parent & Family Ambassador Program; a program with more than 100 parent-ambassadors.
- Assist with the implementation of Homecoming Family Weekend, International Parent Orientation, which attract a combine of about 1700 people; and Triton Days, a campus wide yield event for more than 15,000 admitted students and families.
- Use UC San Diego resources to support the needs and inquires of families.
- Perform other general duties as assigned.
REQUIREMENTS

• Must have a 3.0 cumulative GPA for graduate courses during employment.
• Must be enrolled in at least 6 units in a student personnel or related graduate program during the academic year.
• Must be available to work during:
  a. International Parent Orientation – September 2020
  b. Homecoming Family Weekend – October 23-25, 2020
  c. Siblings Day – January 2021
  d. Student Leaders Recruitment – March and April, 2021
  e. Triton Day Friday Preview – April 2021
  f. Triton Day – April 2021
  g. Transfer Triton Day – May 2021

BENEFITS

• Gain experience working with parents and families of undergraduate students.
• Create leadership opportunities for student leaders.
• Gain knowledge about retention efforts that support parents and students in higher education.
• Interact with various units within Enrollment Management and departments across the campus including Student Affairs.
• Develop a professional understanding of the units that make up Enrollment Management and their intersection in supporting parents and students.
• The position pays $16.38/hour at 12-15 hours a week.

KNOWLEDGE AND SKILLS NEEDED

• Ability to work in a team environment.
• Ability to work independently, prioritize tasks, perform responsibilities, and meet deadlines.
• Ability to multi-task and keep track of multiple projects.
• Ability to reason logically, draw valid conclusions, and make appropriate recommendations.
• Must have the ability to interact with diverse students, families, and staff with equity and civility.
• Ability to apply theories related to parent engagement and student development to appropriately serve families and their student through programs and services.
• Must have excellent written and oral communication skills.
• Strongly familiar with Microsoft Suite, Google Suite, and social media.

All applicants must provide a resume and letter of interest detailing their interest in working with parents and families, and students in higher education. A complete application is defined as the receipt of the letter of interest and resume. We are accepting applications until February 14, 2020.

The desired start date is early September 2020 with an end date of mid May 2021.

CONTACT INFORMATION

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