Complete U Graduate Assistant

2024-2025

The Complete U, under the supervision of the director of First Year Utah will be responsible for assisting in the day to day operations of the Complete U program. The Complete U Program consists on a variety of programs and initiatives to retain students until the completion of their undergraduate degree program. These include the Strong Start Summer Bridge Program, Accelerate U Degree program, and others. The Complete U Graduate Assistant is a valued member of the First-Year Utah team.

Duties of the Complete U Graduate Assistant include, but are not limited to the following:

-Build relationships and rapport with Strong Start students

- Represent First Year Utah in New Student Orientation Tabling and Presentations

-Assist in marketing and recruitment efforts.

-Help manage any Complete U email and outlook accounts

-Assist in making updates to any Complete U websites.

-Regular check-ins with the director of First-Year Utah

-Regular check-ins with Strong Start students

-Plan regular social and educational activities for Strong Start cohorts

-Attend required meetings, trainings, events, and programs required of the position.

- Track and maintain metrics for Strong Start programs in collaboration with Complete U Program Manager

-Other Duties as Assigned

This Graduate Assistant position has the expectation of 20 hours a week over at least 4 days, understanding that programming will occur and some hours may need to be adjusted to meet the needs of the program. A weekly schedule will be set each semester with the supervisor.

This position is not expected to work over Fall or Spring Breaks, as well as the University of Utah Spring Break. Specific dates will need to be discussed with the supervisor to make sure the program needs are covered.

Compensation for this position is $24,000 and will be dispersed twice a month over the course of the assistantship during the Fall and Spring semesters. Additional compensation for a start date in Summer 2024 may be available depending on department funds.

The Complete U Graduate Assistant may be renewed for a second year depending on funding availability.