



ADULT LEARNER AND VETERAN SERVICES COLORADO STATE UNIVERSITY

Adult Learner & Veteran Services Office Graduate Assistantship FY 2024

Position Title

Graduate Assistant for Adult Learner Programs

General Description

Adult Learner & Veteran Services (ALVS) supports increased academic achievement and holistic development for all adult learners, including but not limited to student veterans and student parents, resulting in graduation from Colorado State University (CSU) and sustainable personal and professional success. We do this through engagement and leadership opportunities, community building and resource facilitation.

The Graduate Assistant for Adult Learner Programs will function as an ALVS staff member, working directly with all professional and student staff. The Graduate Assistant will also oversee Ram Kidz Village (RKV) and supervise the paid RKV student staff. RKV is a program that provides educational activities for children ages 1-12 for CSU Student Parents. This role will also work on developing more Student Parent programming as well as helping to create a thriving Student Parent Community. This individual will also help in conducting effective programming encompassing student outreach and retention, to include assessing, program effectiveness and reporting outcomes. This individual reports directly to the ALVS Assistant Director.

Primary Responsibilities

- Coordinate Ram Kidz Village operations to include supervising managers, overseeing management of volunteers, hiring staff, conducting staff training, monitoring operations, preparing reports, evaluating program, and providing recommendations for improvement. May require occasional weekend hours.
- Track student parent involvement and assess impact of program effectiveness on GPA, retention, graduation, and job placement
- Help develop Student Parent focused programming throughout each semester such as workshops, brown bags lunch gatherings, professional development for student parents, as well as work towards creating a community of student parents
- Provide support and mentoring for adult learners, student veterans, student parents
- Engage in outreach initiatives to adult learners to determine needs, connect them with on- and off-campus resources, and provide proactive intervention as needed
- Assist ALVS staff in effectively executing programs such as Orientation, Ram Welcome, Tailgates, Winter Book Drive, Spring Reception, and others as assigned
- Articulate the strengths and challenges of adult learners to internal and external audiences
- Advise and mentor leadership of student organizations as assigned
- Collaborate with other departments across campus to achieve mutual goals
- Develop and coordinate additional programs as assigned
- Participate in a team-based organizations, mentoring other staff as needed

Desired Qualifications

- Admittance in the Student Affairs and Higher Education (SAHE) graduate program

- A clear understanding of the issues, concerns, and needs of student parents and adult learners attending a four-year institution (identification as an adult learner is not required)
- Dedication to training and development in a multi-cultural environment to support the success of all students
- Desire to utilize research and assessment to create student-focused programming
- Ability to supervise
- Ability to adapt to and work in a face-paced, ever changing environment
- Ability to work autonomously and as a team member
- Excellent interpersonal skills
- Strong organizational, and oral and written communication skills

Professional Competencies Explored in Assistantship

1. Advising & Support
2. Assessment, Evaluation, and Research
3. Law, Policy, and Governance
4. Leadership
5. Organizational and Human Resources
6. Personal and Ethical Foundations
7. Social Justice and Inclusion
8. Student Learning and Development
9. Technology
10. Values, Philosophy, and History

Terms of Employment & Remuneration

The assistantship is a 25 hour/week appointment that provides the student with in-state tuition for the 2024-2026 academic years, plus a monthly stipend. Students typically apply for, and receive, in-state residency for the second year of the program. The period of employment is from August 2024 – May 2026.

Office Location

Lory Student Center, Room 282

Supervisor/ Contact Information

Lisa Chandler
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Website

<http://www.alvs.colostate.edu/>