Student Affairs Development & Outreach Office
Graduate Assistantships
Project Description

Ensuring an Extraordinary Student Experience

Student Affairs Mission Support:

The Division of Student Affairs mission is to ensure through exemplary programs, facilities, services and resources that students will have opportunities to be successful in and out of the classroom. This is accomplished through a strong collaboration between Student Affairs departments and an absolute commitment to student success. The ability to do this has been challenged in recent years due to changing and declining resources resulting in less than 10% of the division’s monies coming from state dollars. As a result, it is imperative as never before, that we find new monies from outside the institution to ensure that the student experience remains of the highest quality. In order to do this, we must position our outreach and fund development efforts to make this happen.

The Student Affairs Development & Outreach Office’s purpose is to advance the mission of the University and the Division of Student Affairs; engage friends and alumni of the division of student affairs; and secure philanthropic gifts in order to ensure our students will have an extraordinary student experience.

The Division of Student Affairs Development & Outreach Office is requesting two graduate assistants to assist us in the:

• development and coordination of outreach and fund development activities throughout Arizona and other select regional areas (e.g. Northern & Southern California, New York, Chicago, Colorado)
• coordination and implementation of donor, alumni and friends of student affairs cultivation and recognition programs
• development and management of a multi-media plan specific to donors, alumni and friends of the division to include an electronic newsletter, Facebook and other social networking sites, enhanced webpages and traditional print publications and materials
• planning, coordination and management of special divisional anniversaries and celebrations
• research, data and report coordination

Friend and fund raising is a high priority for the Vice President for Student Affairs. These specific graduate assistantships will increase the opportunities we have to effectively outreach, communicate, recognize and cultivate donors and prospective donors who are friends, parents and/or alumni of student affairs programs. The funds raised for student affairs programs, facilities, scholarships and services throughout the division will directly impact undergraduate and graduate students by ensuring critical and essential programs and services are maintained and enhanced. Additionally, funds raised will directly support the top
5 priorities identified for both undergraduate and graduate students, as these are all focus areas for the fund development team.

The graduate assistants will receive comprehensive training prior to the Fall semester including an overview of Student Affairs and each of the Student Affairs departments and their priorities; the University Foundation and the Alumni Association and their role in assisting us; mandatory University training (i.e. UAccess, FERPA); SMART program training and position specific training. Each graduate assistant will be assigned a supervisor; attend regular development and outreach team meetings and other related meetings with student affairs departments, stakeholders and partners; and professional development opportunities. The graduate assistants will have opportunities to not only assist with critical projects, but they will have opportunities to assume lead roles.

These assistantships will be 20 hours per week, include some evening and weekend responsibilities. One position will be a fiscal year appointment and the second position will be on an academic year contract. There is a possibility of an opportunity to work on special projects over the summer.

The assessment of these positions will occur in two ways – 1) focus on their graduate assistantship experience using performance based evaluations and written evaluations to obtain feedback on the impact of the work and program experience on their personal and professional growth and 2) data obtained from assessing development and outreach program outcomes influenced by the graduate assistantships (i.e. outreach impact, recognition opportunities, communication touches, increased dollars raised).

The Division of Student Affairs fund development needs are extensive and the infrastructure and programmatic support that these positions can provide will allow the development officers to be out directly meeting with donors. With increased fund raising capabilities, it is the goal to ultimately secure private funds to support the development and outreach office and its needs permanently. Student Affairs will provide a computer, workspace, IT support and other operational needs valued at $1,000.