



ASSISTANTSHIP OPPORTUNITIES



DIVISION OF STUDENT AFFAIRS AND FRIENDS | 2024-2025



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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 \$1,444.66 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.

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 friends.

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 Vincent Carales, M.Ed. Program Director, at vcarales@central.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

CENTER FOR STUDENT ADVOCACY AND COMMUNITY



Department: Center for Student Advocacy and Community

Title: Instructional Assistant, Cougar Cupboard

Developed For: Both Master's and Doctoral students

(Available for 2024-25)

Summary: The Instructional Assistant for the Cougar Cupboard assists in the operations and programs of the university's official food pantry to increase food security on campus. The Instructional Assistant is an integral member of the Cougar Cupboard team. Direct responsibility will be determined by an 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 creation and design of marketing materials for Center.
- Advise and/or supervise undergraduate student staff.
- Participate in evaluation and assessment of programs.
- Assist in the coordination and implementation of programs and events that center around topics such as nutrition, food insecurities, and proper food preparation.
- Develop educational on-campus and off-campus materials around basic needs insecurity, food insecurity, nutrition, and other topics as needed.
- Manage assessment by assisting staff in the coordination of data collection for workshops, events and campus wide surveys.
- Coordinate and manage volunteers for weekly volunteer events.
- Conduct research on basic needs and food insecurity as needed.
- Collaborate and build relationships with interested partners and members of the campus community.
- Assisting the Center for Student Advocacy and Community with relevant tasks as needed.
- Promote the Cougar Cupboard and its initiatives through social media, campus marketing, and other methods.
- Directly support the mission of the department and help the Cougar Cupboard serve the food insecure campus community.

Skills/Qualifications:

- Have experience with program management and implementation;
- Are interested in a variety of health or basic needs topics;
- Possess a desire to work with and serve underrepresented populations;
- Be detail oriented and possess strong organization and computer skills;
- Be comfortable navigating various relevant social media platforms (i.e. Facebook, Discord, Instagram, Twitter, etc.);
- Be able to work independently, on a team and be a self-starter;
- Have experience working in a diverse, fast-paced environment;
- Hold a Bachelor's degree.

Reports to:

Jessica Haney, Program Manager 2

thaney2@cougarnet.uh.edu

CENTER FOR STUDENT INVOLVEMENT



Department: Center for Student Involvement
Title: Instructional Assistant, Campus Traditions
Developed For: Master's Students
(Possibly available for 2024-25)

Summary: The Instructional Assistant for Campus Traditions works directly with the Fiesta Association, Homecoming Board, and the training for all fee-funded student leaders.

Duties and Responsibilities:

- Assist with the advising of the Fiesta Association and Homecoming Board
- Create and conduct fee-funded student leader trainings
- Research and benchmark campus traditions events at other institutions

- Assist with the creation, implementation and evaluation of program assessment efforts
- Assist with the selection of stipend student leaders
- Review and submit university approved contracts and agreements for full execution between UH and vendors.
- Assist in the fiscal and budgetary management of FFAs student service-fee budget
- Actively participate on the Fiesta and Homecoming Steering Committee
- Assist with the marketing of Fiesta and Homecoming
- Attend evening and weekend meetings and events as needed
- 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
- Experience and ability to work effectively with diverse populations.
- Strong ability to work independently and be a self-starter
- Ability to develop relationships and advise student leaders using student development theory
- This position requires previous involvement or experience with event planning.
- Ability to research, assess and make organizational recommendations
- Interest in working with large scale campus traditions, activities and events
- Budget management
- Customer Service, Problem Solving, Documentation Skills, Listening Skills, Phone Skills, Conflict Resolution Skills, Analyzing Information, Multi-tasking, Organizational Skills
- Task-oriented work style

Reports to:

Katy Kaesebier, Director

kkaesebi@central.uh.edu

Department: Center for Student Involvement
Title: Instructional Assistant, Student Program Board
Developed For: Master's Students
(Possibly available for 2024-25)

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: Instructional Assistant, Registered Student Organization Services

Developed For: Master's Students

(Available for 2024-25)

Summary: The IA 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.

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- 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.

Reports to:

Katy Kaesebier, Director

kkaesebi@central.uh.edu

STUDENT CENTERS



Department: Student Centers

Title: Research Assistant, Assessment and Customer Service

Developed For: Both Master's and Doctoral students

(Available for 2024-25)

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

Reports to:

Bridget Portier, Associate Director

blportie@central.uh.edu

Department: Student Centers

Title: Instructional Assistant, Information Center & Special Programs

Developed For: Both Master's and Doctoral students

(Available for 2024-25)

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
- 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

Reports to:

Jamail Mathews, Program Manager 2

jmathe34@central.uh.edu

STUDENT HOUSING AND RESIDENTIAL LIFE



Department: Student Housing and Residential Life

Title: Graduate Assistant, Outreach

Developed For: Master's Student

(Available for 2024-25)

Summary: The Graduate Assistant for Outreach will work closely with the Associate Director and Program Managers to enhance existing programs and create new opportunities for student learning and employment. 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 earn an on-campus apartment and meal plan as part of the compensation. Additional opportunities for summer employment are available.

Duties and Responsibilities:

- Coordinate and participate in all phases of recruitment, selection and training for approximately 40 conference assistants
- Responsible for developing marketing materials for various media (print, online, etc.) as they relate to guest and conference services
- Participate in the planning and contract process for summer programs
- Participate in evaluation and assessment initiatives
- 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 within a residential environment
- Undergraduate student leadership experience
- Strong writing, verbal communication and MS office proficiency
- Ability to work independently and be a self-starter

Reports to:

Mackenzie Wysong-Bentley, Associate Director

mwysong@uh.edu

STUDENT LIFE



Department: Student Life

Title: Instructional Assistant, Marketing and Programs

Developed For: Master's Students

(Available for 2024-25)

Summary: The Graduate Assistant for Student Life Marketing works closely with all Student Life departments, University Sponsored Organizations, and Affiliated Organizations to assist with marketing efforts including social media management, graphic design, photography, event planning, etc.

Duties and Responsibilities:

- Assist with the hiring, supervision and instructional support of Student Centers Marketing and Programs undergraduate student employees.
- Uses marketing and communications knowledge to instruct undergraduate student employees with the tools necessary to create marketing collateral such as press releases, social media content, website content and Student Centers programs.

- Provides instructional support for creating and adhering to marketing plans for Student Centers events and programs.
- Develop, implement and evaluate the effectiveness of monthly/weekly programs offered by the Student Centers.
- Provide marketing support for Student Centers units including Conference and Reservation Services, CreationStation, Games Room and Shasta's Cones & More
- Assists with the planning and implementation of Student Centers programs, which includes but not limited to Student Centers Welcome Back, Student Centers Fall Fast, I "Heart" My Student Center, Cougar Casino and Student Centers Film Series.
- Support all social media platforms for Student Centers including: content creation, scheduling and cross promotions.

Skills/Qualifications:

- Ability to think creatively
- Supervision and marketing instruction
- Customer Service, Problem Solving, Documentation Skills, Listening, Phone Skills, Resolving Conflict, Analyzing Information, Multi-tasking, Organizational Skills
- Budget management, event planning, relationship building
- Social media, photography, and/or graphic design experience preferred
- Master's student in Higher Education, Marketing, Counseling, Social Work, or another

Reports to:

Meli Iracheta, Marketing/Web Project Manager

mirache3@central.uh.edu

UNDERGRADUATE BUSINESS PROGRAMS, C.T. BAUER COLLEGE OF BUSINESS



Department: C.T. Bauer College of Business

Title: Instruction Assistant, Bauer Leadership Initiatives

Developed For: Master's Students

(Available for 2024-25)

Summary: This position collaborates with the Bauer College's HUB for Student Success with a focus on the leadership initiatives to provide structured opportunities for undergraduate business students to develop leadership skills in communication, teamwork, and other professional and personal development through workshops, individual coaching, and large-scale events.

Duties and Responsibilities:

- Assist with development and facilitation of Bauer Leadership Initiative programs such as the Ted Bauer Leadership Certificate Program, Bauer StrengthsFinder Series, and LeaderShape, and additional workshops and professional events.

- Provide guidance and feedback through weekly coaching with students in various programs.
- Serve in a supporting role for events, workshops, and retreats focused on leadership development.
- Provide administrative support to Director and Program Managers for all activities within the HUB for Student Success
- Perform other duties as assigned.

Skills/Qualifications:

- Bachelor's Degree
- Acceptance and full-time enrollment in a University of Houston graduate program
- Ideal candidate will have a professional interest and education and/or experience in communication, leadership development, or business management
- Effective communication skills working with a diverse population
- Good organizational skills, attention to detail, and ability to work independently and be a self-starter

Reports to:

Whitney Johnson, Director

wjohnson@central.uh.edu