



Position: Graduate Assistant – KYCO Student Affairs

Department: Kentucky College of Optometry (KYCO)

The University of Pikeville in Pikeville, Kentucky, is seeking an innovative and highly organized Graduate Assistant in the Kentucky College of Optometry (KYCO) to coordinate student activities. The Graduate Assistant reports to the KYCO Director of Student Affairs and Academic Excellence and oversees student related activities and functions. The assistant will serve as a liaison between KYCO clubs and organizations and the KYCO Office of Student Affairs. In addition, the assistant will assist with the planning and execution of student activity events and will assist with major KYCO special events, including new student orientation, student interview days, and White Coat Ceremony. The Graduate Assistant will also assist with initiatives and special projects as assigned.

Responsibilities:

- Liaison between students, faculty, staff, and ensure communication between all involved with each club.
- Organizes, coordinates, and serves as the student affairs point of contact for student clubs and organizations.
- Maintain strong relationships with faculty advisors and student leaders.
- Works with student organizations and club leaders and their advisors to ensure knowledge of college policies and procedures.
- Work collaboratively with student organization advisors, and students to keep an updated calendar of activities on campus, assist students with the preparation and planning of events, and oversee appropriate supervision of student events.
- Provide resources, support, and training for student clubs and organizations.
- Create, develop, and implement learning opportunities that encourage student involvement through interdepartmental collaboration, including collaborating with KYCOM, the Tanner College of Dental Medicine, and Undergraduate Student Affairs staff to promote campus wide activities and programming.
- Oversee and advise approximately 15 Kentucky College of Optometry student clubs and organizations. 9. Provide supervision of after-hours industry sponsored club and organization events working with Student Affairs and the UPIKE Office of Advancement and Alumni Relations.
- Assist with planning and support of KYCO special events, such as Experience KYCO Day, Optometry Camp, and Orientation.
- Assist with posting and communicating on social media platforms

Education/Skill Requirements:

- Must have a minimum of Bachelor's degree and be accepted into a graduate program at UPIKE.

- Previous experience as part of a student activities program or significant undergraduate student leadership experience (e.g. resident advisor, club/organization leadership, etc.).
- Excellent English communication skills, both written and oral.
- Ability to work independently and part of a team.
- Ability to represent UPIKE in a professional manner.
- Must possess a valid driver's license and meet the requirements to drive a university vehicle.

Work Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position operates in a professional office environment. This role routinely uses standard office equipment.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk; use hands to touch, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Some night/weekend work is required.

**Graduate Assistants receive tuition waivers of up to 6 hours of classes per semester, a monthly stipend, housing & a meal plan. The meal plan covers the actual number of weeks that classes are in session during the fall and spring semesters.*

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.