Title: Graduate Apprentice for ECS Undergraduate Programs

Department: Undergraduate Programs, School of Engineering and Computer Science

Supervisor: Coordinator for New Student Recruitment

Purpose: To support recruitment and retention initiatives for ECS majors by working to facilitate a sense of belonging and a network of success resources for students.

Responsibilities:

Recruitment/Outreach
- Support ECS staff with the coordination of standard tours and VIP visits.
- Provide logistical and day-of support for in-person and virtual recruitment events.
- Support ECS summer programming for high school students
- Assist with other recruitment/outreach initiatives as needed.

Retention/Student Success
- Learning Resource Center (LRC) and Student Commons (SC)
  - Manage these learning spaces to provide academic support for ECS students outside the classroom.
  - Recruit, hire, train, and supervise student staff
  - Assist in the assessment, follow up, and documentation of student use of the LRC, SC, and related programming.
- Undergraduate Teaching Fellows (UTF) Program
  - Assist with the recruiting, interviewing, and hiring for each fall and spring term.
  - Coordinate training sessions each semester with students and faculty.
- Teal Residential College
  - Co-advice the Teal College Council and assist with residential college programming.
  - Support Teal Program Director with new student selection, the re-application process, and other administrative tasks.
- Student Organization Council
  - Support student organization officers with leadership development, event planning, and officer transitions.
  - Attend monthly Student Organization Council meetings.
  - Plan and execute large-scale programming, including Picnic Palooza and other school-wide events.
- Assist with other retention/student success initiatives as needed.