



Hispanic Serving Institution Initiatives

GRADUATE ASSISTANT OPPORTUNITY

[The University of Arizona's Hispanic Serving Institution Initiatives](#) is excited to offer a graduate assistantship funded by the [Helios Education Foundation](#) in support of efforts affiliated with the [AZ HSI Consortium](#), which is a statewide community of practice that seeks to strengthen the individual and collective capacity of Arizona HSIs to intentionally support conditions necessary for Latinx student success in Arizona.

HSI Initiatives invites applications for a graduate assistant, .33 or .50 FTE depending on student availability, to support the AZ HSI Consortium with the responsibilities below. Employment to start this summer and offered through the Fall semester with the possibility to continue during the Spring semester.

- **AZ HSI Consortium Summit:** Assist with planning and facilitating the AZ HSI Consortium Summit, a one-day convening during the Fall semester for Arizona HSI faculty, staff, administrators, students, and community partners, focused on partnership development across HSIs, professional development, and activities to support Latinx student success. Serve on summit planning team, lead subcommittees as requested, manage summit registration process and call for workshop proposals, and create and circulate marketing and social media content to advertise the summit. Provide on-site support at summit (Fall 2023). Extensive program planning experience required.
- **Evidence-Based Practices (EBP):** Serve on the EBP work group, manage the online nomination submission process, and create and circulate marketing to advertise nomination process, call for reviewers, and awardees.
- **Marketing & Communications:** Create marketing material to announce and highlight all activities affiliated with the consortium (e.g., spotlights, call for EBP nominations, call for summit workshop proposals, webinars, etc.). Develop and implement social media communication strategies and campaign, including launching a suite of social media exclusively for the consortium and generating content. Assist with drafting a post-summit executive summary and other communication materials as requested. Experience using Canva preferred.
- **HSI Bibliography:** Periodically conduct scans for new literature on HSIs and relevant reports and update HSI bibliography located on the consortium's website.

Required Knowledge, Skills & Abilities:

- General knowledge and understanding of Hispanic Serving Institutions
- Extensive experience with large-scale program planning (e.g., webinars, conferences, forums, panel discussions), including strong project management skills
- Avid and proficient use of social media
- Experience with creating flyers (e.g., Canva) and other creative content to circulate on social media, listserv, and webpage
- Experience with survey design and survey administration tools, such as Qualtrics
- Exceptionally strong communication skills, both verbal and written

Application Deadline: Monday, May 8, 2022

Email resume and cover letter to marlafranco@arizona.edu and kcruzesilva@arizona.edu

Location: Remote work with select dates for in-person meetings, including attending the in-person summit

AZ HSI Consortium

The [AZ HSI Consortium](#) was founded in January 2021 by Dr. Marla A. Franco, Vice President, HSI Initiatives and affiliate faculty with the Center for the Study of Higher Education, along with co-founder Dr. Rey Rivera, President, Estrella Mountain Community College. The consortium aims to strengthen the individual and collective capacity of Arizona HSIs to intentionally support conditions necessary for Latinx student success in Arizona. The consortium seeks to bring together all HSIs across Arizona to develop a community of practice to engage collectively in professional development, support the exchange of evidence-based and culturally relevant practices, facilitate successful transfer of Latinx students to Arizona universities, and collaborate across HSIs when seeking funding opportunities and other important partnerships.