Engagement and Outreach Assistant

The Office of the Vice President for Research is seeking an energetic and disciplined individual with outstanding organizational and interpersonal skills, combined with a strong interest in public service to provide administrative support for engagement and outreach activities. Responsibilities will include conducting research and organizing resources to support boundary spanning and networking to facilitate the University’s exchange of ideas and information for meaningful and responsive external outreach and engagement.

The ideal candidate will be a self-starter with a bachelor’s degree in an appropriate field and experience performing representative responsibilities in a similar role; demonstrated excellent verbal, written and interpersonal communication skills; an inquisitive nature and desire to solve problems; the ability to conduct investigative research from legitimate sources, summarize and present findings; level of comfort in situations requiring social engagement and interaction. Experience managing data and using social media, presentation, and meeting/conferencing software platforms is preferrable.

APPOINTMENT TERMS

This is anticipated to be a 5-15 hour-per week 6-month appointment, with the possibility of an extension and increase in hours. The target hourly rate is $18-$28, negotiable and commensurate with experience. A standardized schedule falling between the core operating hours of 8:30 am to 4:30 pm weekdays is planned.

TO APPLY

Applications must be emailed to laurie.pudlo@uconn.edu, and include a letter of interest and resume that effectively demonstrate how the requirements of the position are met, and contact information for three (3) professional references.

Review of applications will be ongoing and continue until the position is filled.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

All employees are subject to adherence to the State Code of Ethics which may be found at http://www.ct.gov/ethics/site/default.asp.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University’s teaching, research, diversity and outreach missions, leading to UConn’s ranking as one of the nation’s top research universities. UConn’s faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.