



Job Description for Graduate Assistantships

I. POSITION IDENTIFICATION

University Title: Graduate Assistantship for Graduate Student Recognition and Administrative Organization

Department: Graduate School

Position is: **Full-Time** **Part-Time**

Supervisor: Jeri Lyons or Cindy Wesley

Title: Dean of the Graduate School (Lyons), Associate Dean (Wesley)

Phone: 970-351-2585

II. POSITION SUMMARY

Full-time GA position: 20 hours per week

UNC Graduate School, Carter Hall 2007

Stipend: \$21,522

Tuition/fee waiver: Up to 10 credits each in fall and spring semesters; 6 credits for one summer covered by the agreement period.

Start date: April 22, 2024

The Graduate School has an immediate opening for a graduate student to serve as a full-time (20 hours per week) graduate assistant for student recognition and administrative organization. The GA will work closely with the Dean and Associate Dean on administrative organization, support for planning and scheduling Graduate School activities, and working on events to recognize graduate student achievement. The GA will assist the Dean, who is also the President of the Western Association of Graduate Schools (WAGS), on the western regional 3MT and other WAGS events supporting graduate education and administration. While some remote working is manageable, the person hired for this GA position should expect to work most of the required hours in the Graduate School office in Greeley.

To Apply: Please send an email/letter of interest and resume or CV to Cindy Wesley, Ph.D., at cindy.wesley@unco.edu.

a. Other Conditions of Employment

- Must be currently enrolled in a Graduate program at the University of Northern Colorado.
- Must maintain FERPA rights and confidentiality of students.

III. DUTIES & RESPONSIBILITIES

Work with the Dean and Associate Dean on scheduling and planning of recognition events for graduate students.
Work with the Dean on events for the Western Association of Graduate Schools (WAGS).
Work with the Associate Dean and Graduate Council on administration of the Dissertation Fellowships and Graduate Dean's Citation Awards.
Assist with Graduate School communication.
Other duties as assigned.

IV. POSITION SPECIFICATIONS

1. Education

Student must have at least a bachelors degree. The position is appropriate for a masters or doctoral student.

2. Ability

Organizational skills.
Written and oral communication skills.
Knowledge of or ability to learn programs like Qualtrics and Zoom.
Familiarity with Microsoft Office, including scheduling in Outlook and developing Sharepoint sites.
Self-starter with ability to manage multiple tasks with different deadlines.

V. LEARNING OUTCOMES - (Educational Component)

Learn the behind-the-scenes support systems for graduate education at UNC
Understand the wider connections between graduate schools in the western region
Develop skills working with faculty on review and administration of UNC graduate student awards
Develop planning and administration skills working with the Western Association of Graduate Schools
Understand the importance of recognizing graduate student and graduate faculty achievement
Learn Graduate School policy and processes
Understand advocacy for graduate education and graduate student success