



*Center for Engaged Research and Civic Action*

**Position Description:** Graduate Assistant  
Center for Engaged Research and Civic Action (CERCA)

**Job Duties and Responsibilities include (but are not limited to):**

- Provide assistance to Center director and staff.
- Serve as Center representative, as requested, to university groups and organizations.
- Maintain Center standards for customer service.
- Maintain working relationship with other center GAs.
- Assist faculty in grant and research project development.

**It is essential that the individual selected to fill this position also support program delivery for civic engagement initiatives coordinated out of the Center for Engaged Research & Civic Action and our collaborative campus partner, the Center for Honors, Scholars & Leadership (HSL).**

**Compensation:**

- Remuneration equal to in-state, graduate tuition, not to exceed 10 credit hours per semester
- 9 month appointment; 20 hrs per week, flexible with school schedule
- FTE: .50FTE/AY.

**Qualifications:**

- Must be enrolled as a full-time graduate student (Masters or Doctorate) in good standing at the University of Northern Colorado.
- Demonstrate excellent verbal and written communication skills and a high level of self-direction, organization, initiative, and reliability.
- Possess desire and ability to work on center research projects that directly involve, faculty, students, and various community groups/members.
- Preference will be given to graduate students whose thesis or dissertation research parallels, draws from, or may be directly associated with civic engagement and service-learning objectives and mission of CERCA.

**Submit a letter of introduction, vita, and list of three references to:**

Elizabeth Buller, Administrative Assistant  
CERCA

Phone: 970-351-2069

Email: [elizabeth.buller@unco.edu](mailto:elizabeth.buller@unco.edu)

or

Dr. Robert Brunswig, Director

Phone: 970-351-2138

Email: [robert.brunswig@unco.edu](mailto:robert.brunswig@unco.edu)