



Center for Honors, Scholars & Leadership

Position Description: Graduate Assistant #2 (Student Support & Civic Engagement Outreach)
Center for Honors, Scholars & Leadership (HSL)

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

- Provide teaching assistance, as directed, to HSL faculty and instructors.
- Assist with coordination of HSL First Year Experience civic engagement initiatives.
- Assist with student advising for HSL programs.
- Manage HSL recruitment efforts including public presentations, mailings, and correspondence.
- Serve as a HSL representative, as requested, to university groups and organizations.
- Maintain HSL standards for customer service, including the handling of phone calls and emails and serving as an appropriate referral resource to the UNC community.

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

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 **but** must be able to attend HSL events that take place some evenings & weekends.
- FTE: .50 FTE/AY

Qualifications:

- Must be enrolled as a full-time graduate student in good-standing at the University of Northern Colorado.
- Must have prior teaching or teaching assistance experience.
- Demonstrate excellent verbal and written communication skills and a high level of self-direction, organization, initiative, and reliability.
- Possess desire and ability to serve a diverse clientele.
- Exposure to, and understanding of Microsoft Office is essential.
- 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 the Center for Honors, Scholars and Leadership.

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

- Kaye Holman, Associate Director
- Phone: 970-351-2948
- Email: kaye.holman@unco.edu