



*Center for Honors, Scholars & Leadership*

**Position Description:** Graduate Assistant #1 (Program Coordination & Civic Engagement Outreach)  
Center for Honors, Scholars & Leadership (HSL)

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

- Manage AmeriCorps UCANServe stipends overseen by HSL.
- Assist with coordination of HSL First Year Experience civic engagement initiatives.
- Assist with HSL event programming and other related activities, including those focused on civic engagement, service learning, and undergraduate research.
- Provide support for HSL community outreach initiatives and community-based partnerships.
- 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 program management and/or event programming 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](mailto:kaye.holman@unco.edu)