



**Position Title:** Graduate Assistant for Community and Civic Engagement

**Supervisor Title:** Deborah Romero, Ph.D. Director of Engagement

**Office Description:** Community and Civic Engagement

The graduate assistant will be responsible for working directly with the Director of Engagement and the campus community to support the launching of UNC's Community and Civic Engagement (CCE) strategic plan ([www.unco.edu/cce](http://www.unco.edu/cce)). The graduate assistant will support activities of the Director, and the faculty and staff working with the director, and of any collaborating university units and professional organizations associated with this work, as needed.

Engagement Mission: UNC is "Bringing Education to Life" by promoting transformative education that infuses, supports, and values reciprocal public engagement throughout our academic enterprise. In so doing, we nurture the interconnections among teaching-learning, research, scholarship, creative works, and practice situated in local and global communities.

**Duties and Responsibilities:**

1. Support the implementation of the CCE plan and the work of the Director of Engagement, and other faculty and staff working in collaboration with the Director.
2. Work closely to document and support the Community and Civic Engagement committee activities; correspond, set and maintain schedule with committee.
3. Support the ongoing and emergent assessment of engagement work across campus as part of the institutional accountability measures; assist in building data bases and/or surveys, gather evidence, and build inventories related to engaged work from across our campus, input data and help prepare initial reports.
4. Conduct research related to the field of engaged teaching, learning and scholarship; produce literature reviews, write summaries and outlines of findings and current trends. Maintain a current electronic bibliography of relevant resources.
5. Support communication and dissemination efforts related to CCE with on campus and off campus constituents; in particular, work to support the website maintenance and any briefs or publications.
6. Stay current and strategically document local, state, and national community news articles, initiatives or events that pertain to the work of CCE, our institution, faculty and students.
7. Other duties as assigned

**Qualifications:**

1. Education: Bachelor's degree required; master's degree preferred
2. Skills:
  - a. Excellent written and oral communication skills.
  - b. Ability to conduct directed and independent research.

- c. Knowledge of, or demonstrated interest in, higher education and or engaged teaching, learning and research.
  - d. Ability to work professionally with faculty, student affairs professionals, administrators and students from multiple disciplines.
  - e. Disposition and confidence to work with constituents beyond campus in the community, and in national or professional organizations.
3. This position requires the graduate assistant to be physically present on campus.
- a. The graduate assistant will be provided an office space, complete with computer and accompanying technologies, and phone communications to perform duties.

**Learning Objectives:**

1. Student will increase their knowledge and understanding of institutional and strategic planning initiatives.
2. Student will be able to summarize oral and written communications from across a range of contexts (meetings, reports, research).
3. Student will develop skills collecting and analyzing quantitative and qualitative data, and empirical evidence related to engagement work on campus.
4. Students' critical thinking, analytical reading, and general research skills will be enhanced by conducting literature reviews and research in the field of the scholarship of engagement.
5. Students' academic and professional writing abilities will be strengthened; including the ability categorize, scrutinize and synthesize information.
6. By working with a range of individuals and groups, student will enrich their professional communication skills, across face-to-face, online and web-based forums.
7. Student will increase their awareness and knowledge of current affairs and key issues that relate to higher education and in particular, engaged teaching, learning and scholarship.
8. Student may have opportunities to support and or deliver academic presentations internally on campus and, depending on student interest, off campus at other community or professional forums.

**Start/End Date:** Appointment dates generally begin the first day of classes end the final day of classes.

**Hours/ Compensation:** This position is remunerated with graduate, in-state tuition for up to 5 credit hours per semester as well as a stipend for Half-Time (10-14 hours/week) for academic year and begins in early August of each calendar year. The actual amount of the tuition and/or stipend is individually calculated for Master's or Doctorate degree students. There is a possibility this could be a full-time assistantship based on candidate qualifications and availability.

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual preference or veteran status. For more information or issues of equity or fairness or claims discrimination contact the UNC AA/ EEO/ Title IX Officer at UNC Human Resource Services, Carter Hall 2002, Greeley, CO 80639 or call 970-351- 2718.

**To Apply:**

In addition to completing the UNC Graduate School Application, [www.unco.edu/grad](http://www.unco.edu/grad), please submit a resume, cover letter explaining interest in the position, and the names of three references to via our HESAL Graduate Assistantship Initiative form located at <http://bit.ly/2017-UNC-HESAL-GA>. This information will go to the employer, the HESAL Program coordinators, and the HESAL GA Hiring Initiative staff.