



HOUSING & RESIDENTIAL EDUCATION

POSITION TITLE: Graduate Assistant for Diversity Mentors

SUPERVISOR TITLE: Assistant Director of Equity and Inclusion

The Department of Housing & Residential Education at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community which emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The program seeks to maximize student involvement and learning through leadership opportunities, academic support initiatives, and dynamic programs designed to assist students in their own personal development. The department values inclusive communities, student learning, facility excellence, civic engagement, social justice, and personalized service.

POSITION DESCRIPTION:

The Graduate Assistant for Diversity Mentors for the Department of Housing & Residential Education (HRE) is directly responsible for the department's diversity mentor program and relevant social justice and equity and inclusion initiatives. This includes, but is not limited to: supervising the diversity mentor team; overseeing all diversity mentor building and campus wide programs, developing and facilitating diversity mentor training and curriculum. This job requires a high degree of organization and administrative and communication skills.

Learning Outcomes:

As a result of successful completion of the Graduate Assistant for Diversity Mentors position, the student will:

- Demonstrate increased capacity surrounding awareness, knowledge, and skills as related to the construction of an equitable and inclusive environment that challenges power, privilege, and oppression and addresses systemic issues in the resident halls, at UNC, and in society at large
- Develop proficiency in student staff supervision, particularly balancing equity with consistency
- Exhibit skill in assessing DM successes and areas for growth related to social justice, equity, and inclusion
- Role model appropriate professional behavior with faculty, staff, and students related to issues of social injustice, staff morale, behavioral expectations, conflict resolution, and performance issues
- Foster growing relationships with Social Justice Community Stakeholders, and various other external partners.

Diversity Mentor Program

- Select, hire, and train a Diversity Mentor paraprofessional staff
- Create all the marketing, application, and interview materials for the hiring process
- Co-supervise diversity mentors in collaboration with Hall Directors and Assistant Director
- Attend and facilitate weekly DM meetings and professional development
- Update and create curriculum materials for Fall and Spring DM training
- Assist in developing campus wide programs with DMs

- Attend DM events throughout the semester
- Serve in a liaison capacity with the Cultural Centers and the DM program
- Conduct an evaluation process of current DMs on a semester basis
- Keep track of the campus wide budget for DM programming
- Promote the program utilizing social media, physical materials, and word of mouth
- Create a retreat each semester for DMs to experience cultural and educational events while doing teambuilding
- Assess the DM program to determine if goals and learning outcomes are being met

Administrative Responsibilities

- Provide customer service through emails, phone and/or in-person meetings for students interested in the Diversity Mentor program.
- Complete all administrative tasks in a thorough and accurate manner
- Communicate effectively with students and campus staff on a regular basis and return phone calls/emails promptly
- Meet with supervisor for weekly one-on-ones

Housing and Residential Education

- Support the departmental social justice retreat and Catalyst campus wide social justice retreat
- Volunteer to assist with and attend various departmental and student events and activities
- Serve on one Housing & Residential Education Committee
- Liaison with the student staff hiring and training committees about the DM position
- Attend departmental staff meetings and professional development opportunities

Role Modeling

- Graduate Assistants must display professional behavior and commitment to the Department and the University.
- Residence Hall Staff are expected to uphold, enforce and live by campus alcohol policies. Staff members have an obligation to hold each other accountable to the expectations for staff use of alcohol. Residence Hall Staff found violating policies outlined in the HRE Handbook, Student Rights and Responsibilities, and/or laws within the State of Colorado may be terminated.
- As an employee with HRE, it is expected that staff act in a professional manner at all times. If a conflict or disagreement occurs, speak directly with your supervisor about the issue and discuss the situation. It is inappropriate to gossip or complain to residents or peers about job related items.
- Maintain a positive attitude and appreciate others whose views and attitudes are different than your own.
- Create a work environment where all students and staff, regardless of ability, age, body type/size, class, ethnicity, gender, nationality/national origin/citizenship, race, religion, sexual orientation, or socioeconomic status can learn and be engaged in the life of the institution

Professionalism

- Maintain an effective working relationship with supervisor and co-workers
- Demonstrate good written communication skills in reports, correspondence, etc.
- Demonstrate good oral communication and listening skills
- Demonstrate quality decision making and evaluative skills
- Serve as a role model for students and staff in areas of ethical decision making and mature choices
- Project a positive attitude toward the position, department, and institution

Distribution of Responsibilities

- 25% (5 hours) – Departmental Meetings (including weekly or bi-weekly meetings with your supervisor and DMs; HRE and DM staff meetings; professional development)
- 25% (5 hours) – DM Programming Support (purchase supplies, attend programs)
- 25% (5 hours) – Curriculum & Program Tracking & Evaluation (trackers, pre & post program feedback, curriculum development)

- 25% (5 hours) - Administrative/Committee Work (reply to emails, phone calls, book spaces, etc.)

Conditions of Employment

- GAs are required to be full-time graduate students at UNC while in the position
- GAs must be in good conduct standing with the University and not be on any probationary period through conduct sanctioning
- The GA will have on-going feedback and evaluations throughout the course of employment with Residential Education and the GA must maintain satisfactory performance of duties as well as academic conditions in order to continue employment.
- Outside projects, jobs, internships and extracurricular activities must be preapproved by supervisor.
- Appointment dates begin July 1, 2017 and end May 31, 2018.

Compensation

- Compensation for this eleven (11) month position consists of a monthly stipend (\$924), apartment, and a meal plan through Dining Services (120 Academic Year, 50 Summer).
- Meals are provided while dining rooms are open for the Academic Year. Dining halls are close for most academic breaks and U.S. holidays
- Tuition stipend (covers out of state tuition your first year, only in state tuition your second year)

To Apply

In addition to completing the UNC Graduate School Application, 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.

Please submit a detailed outline/curriculum for a Social Justice Training. The training should be 2-3 hours in length. This training can be about any aspect of social justice: SJ 101, one or more of the big 8 social identities, inclusive language, etc. Please specify the intended audience (students, RAs, Hall Directors, professional staff, etc.).

- Include learning outcomes
- Include a detailed breakdown of each portion of the training
- Include the specific time that each portion will take
- Include a description of how you might assess the training

If you have questions about the position or application process please do not hesitate to contact me, Liane Ortis at liane.ortis@unco.edu or 970-351-2866.

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