



### *Student Activities*

**POSITION TITLE:** Graduate Assistant for Student Representative Council (SRC), Clubs & Organizations

**SUPERVISOR TITLE:** Director for Student Activities

**STUDENT ACTIVITIES MISSION:** Our mission is to provide intentional learning opportunities through activities and events which promote and enhance the overall student experience at the University of Northern Colorado.

**POSITION DESCRIPTION:**

The Student Activities Graduate Assistant for SRC Clubs and Organizations will be directly involved with supporting the processes of club chartering and club funding. All student organizations must charter and apply for funding on a yearly basis. The GA's role in the chartering process includes helping students navigate the clubs and forms sections of the Student Activities website, filling out the forms including developing a club constitution, and advising students with developing forms of advertising and recruiting. The GA's role in the funding allocation process includes educating students on the funding process, helping students understand what is an appropriate use of student fee funds and accessing funds once awarded, assisting the Student Organizations Team in reviewing funding requests during the application cycle which will occur six times during the academic year. The GA will produce a weekly campus wide clubs newsletter and will maintain the clubs' listserv. The GA will support the planning, development and implementation of the bi-annual Student Activities Bizarre and Clubs Fair. This is a 10 month position that requires approximately 20 hours per week. This position is highly collaborative and requires a knowledge base of student support services and campus resources. Understanding of higher education organizational dynamics and student development preferred.

**COMPENSATION:**

The term of this position is August 1 through May 21 and the stipend is approximately \$1372 per month for doctoral students, \$1196 per month for masters students (this was the amount for the 2008-2009 year and may be adjusted annually). Graduate in-state tuition for up to 10 credit hours per semester is also provided. This job requires a high degree of organization, administrative, and communication skills. The Student Activities GA is an integral member of the Student Activities staff and supports the mission of the Student Activities program.

**GENERAL RESPONSIBILITIES:**

- This is a 10 month position that requires approximately 20 hours per week.
- The GA's role in the chartering process includes helping students navigate the clubs and forms sections of the Student Activities website, filling out the forms including developing a club constitution, and advising students with developing forms of advertising and recruiting.
- The GA's role in the funding allocation process includes educating students on the funding process, helping students understand what is an appropriate use of student fee fund and accessing funds once awarded, assisting the Student Organizations Team in reviewing funding requests during the application cycle which will occur six times during the academic year.
- The GA will produce a weekly campus wide clubs newsletter and will maintain the clubs listserv.
- The GA will support the planning, development and implementation of the bi-annual Student Activities Bizarre and Clubs Fair.
- Maintain effective working relationships with community staff, elected and volunteer students, and other graduate assistants.

- Maintain relationships with club faculty and staff advisors and provide support for their roles as necessary.
- Support and participate in on-going audits of club records including accounts.
- Participate in departmental committees as necessary.
- Perform other administrative tasks and responsibilities as assigned.

**QUALIFICATIONS:**

Bachelor's degree and full-time enrollment at the University of Northern Colorado graduate program required. Preference may be given to candidates with previous leadership or student activities experience. Outside projects, jobs, internships and extracurricular activities must be pre-approved by supervisor. Candidates will first be contacted for a phone interview, and then may be invited for a department interview thereafter.

**TO APPLY:**

Submit a resume and cover letter to the UNC Graduate School explaining interest in the position. For more information email Evan Welch, Director of Student Activities at [evan.welch@unco.edu](mailto:evan.welch@unco.edu) or call: 970-351-2173