



KiND Graduate Assistantship Opportunity – 2024-2025

Job Summary:

- The position is for a graduate assistant, 10-month contract (Academic Year 2024-2025) in the **Department of Kinesiology, Nutrition and Dietetics**. Graduate Assistants are contracted to work 16 hours per week for a 34-week academic year, which is divided into a 17-week Fall term and a 17-week Spring term. GAs are not expected to work over Spring Break week.
- This work responsibilities of the GA will support the [Nutrition and Dietetic](#) faculty and staff and program needs.
- Per the GA agreement, working hours begin Monday the week prior to the start of classes and continue to Wednesday of the week following final exams of both fall and spring semester.
- If funding is available, contracts may be renewed for future academic years.
- Responsibilities vary semester to semester and year to year due to changes in faculty and staff needs, workloads, projects, funding, etc... Projects may include, but are not limited to: undergraduate student tutoring, faculty research assistance (grant writing, data collection, data analysis, manuscript writing); proctoring of exams; grading undergraduate student course projects; supporting of program administrative tasks (communications/marketing/program evaluation, etc.); front-desk assistance; and other duties assigned by the Graduate Coordinator.
- The Dietetics Graduate Program Coordinator will work with the department chair, faculty, and staff at the beginning of and throughout each semester to assign duties with specific department staff and faculty based on their needs. It is expected that you will coordinate with staff and faculty you are assigned to and track your hours. Time-management (planning and communicating) is paramount to your success as a GA. It is expected that you will communicate your progress or any challenges you encounter with the Graduate Coordinator and faculty/staff you are supporting based on the needs of the project and faculty.
- You will log your hours into a timesheet that must be submitted to the Graduate Coordinator and you will meet with the Graduate Coordinator monthly to provide updates on your progress and what you have learned or need further support with.

Minimum Qualifications: This position requires an earned bachelor's degree and acceptance to a UNCO degree-seeking graduate program. Preference will be given to those accepted into the UNCO MS/MSDI Dietetics Program.

Preferred Qualifications: It is preferred that the candidate have academic or professional leadership experience, excellent interpersonal communication skills, excellent writing and problem solving skills, evidence of activity in professional organizations, and membership in the

Academy of Nutrition and Dietetics.

Salary and Benefits: You will receive a gross stipend (\$1,067), paid via direct deposit at the end of each month, August through May, during the academic year. In addition, you will receive full tuition remission up to a maximum of 10 credits. You are responsible for paying your health insurance.

Requested Start Date: August 26, 2024.

Application Materials, Contact, and Application Deadline: The application is available [HERE](#) through April 28th, 2024. Applicants will be interviewed, then notified of acceptance by May 12th, 2023 and provided information on what to expect from UNCO HR.

For questions about the application process or position, contact Dr. Nick Slagel, nicholas.slagel@unco.edu; Phone: 970-351-1769

Additional Requirements: Satisfactory completion of an authorization to work in the United States is required after a conditional offer of employment has been made.