

UNIVERSITY OF
NORTHERN COLORADO

Honors Program

**Graduate Assistantship
Position Description**

Position Title:

Coordinator for Communication, Planning, and Advising for Honors Program

Position Details:

- 2022-2023 Academic Year position (9-months) at 16-18 hours per week for 34 weeks
- Masters or Doctoral level student currently enrolled or will be enrolled for 2022-2023 year

Honors Program Mission:

The University of Northern Colorado Honors Program develops a diverse community of intellectually engaged student scholars through an enriched curriculum that supports undergraduate research and creative endeavors, and promotes critical thinking, inquiry analysis, integrative learning, intercultural competence, community engagement, and problem solving.

Position Description:

The Graduate Assistant in this position will be working to help the Honors Program fulfill its mission, and will become an integral member of the program staff assisting with the following areas:

1. Coordinate Honors Interdisciplinary Program advising and providing student advising to assist honors students integrate honors curriculum into their program plans.
2. Coordinate Honors Connect workshop and speaker series, and aid with other Honors Program event programming and other related activities.
3. Supervise media relations and promotional campaigns for events.
4. Support the New Student Summer Orientation program and delivery for the Honors program.
5. Assist with inclusivity and diversity initiatives and to support the mission of honors to develop a diverse community.
6. Work with other Honors Graduate Assistants to plan program recruitment efforts including outreach presentations.
7. Serve as the Honors Program representative, as requested, to university groups and organizations.

Learning Outcomes:

As a result of successful completion of this Graduate Assistantship, the student will:

- Demonstrate successful advising and coaching of a diverse group of motivated students.
- Model appropriate and effective techniques for supervising student and professional staff related to issues of morale, behavioral expectations, conflict resolution, and performance issues
- Develop as a social justice-oriented professional capable of establishing and maintaining community initiatives and relationships for systemic change
- Become more intentional with student engagement and critical scholarship
- Learn organization skills necessary to balance multiple ongoing responsibilities
- Apply advanced leadership skills pertaining to motivating, influencing, inspiring and empowering others to contribute to the effectiveness and success of an organization

Qualifications:

Minimum Qualifications: Successful candidates for this GA position must demonstrate strong written and verbal communication skills and a commitment to working with diverse student populations. Candidates must also be team oriented and work with a high level of self-direction and initiative, with the ability to multi-task and work in a fast-paced office. Should be able to work occasional nights and weekends. Must be currently enrolled or will be enrolled in a Masters or Doctoral level program at UNC for Academic Year 2022-2023.

Preferred Qualifications: It is preferred that candidates for this position have a commitment to and understanding of student development, leadership and community engagement. Experience with recruitment, outreach, website design, media relations, promotional materials design, and/or event coordination is highly desired. Candidates whose dissertation work or professional goals parallel Honors Program mission and goals are encouraged to apply.

Job Requirements: Candidates must be proficient in MS Office suite and be able to work at a computer terminal in an office setting. Candidates must be able to communicate effectively both in writing and orally. Candidates should have strong interpersonal skills as this position is a very student-centered position with lots of 1:1 connection with students.

Compensation: Compensation for this position includes a GA stipend based on the current UNC Graduate School stipend chart, with a tuition waiver for up to 10 credit hours and is subject to funding availability on a year-to-year basis.

Application

Applications are currently being accepted for the position. To apply send the following:

- Cover letter stating how you meet the qualifications
- Curriculum vita or resume
- Contact information for three references
- **Please note, this Graduate Assistantship will be open until filled, but applications will start being reviewed starting the week of March 7, 2022.**

Send Application documents to the following email address:

E-mail: margaret.kelley@unco.edu

Subject Header: “Graduate Assistantship Application”

Questions? Please call:

HSL Office Phone at 970-351-2940

Or 970-351-4054

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