

Center for Honors, Scholars & Leadership Mission

HSL provides UNC students interdisciplinary curricular and co-curricular experiences the areas of undergraduate scholarship through the development and delivery of programs, course, and events to catalyze their transformation into engaged global citizens.

Honors Curriculum Design and Research Coordinator

Position Description: The Graduate Assistant in this position will be working to help the Center for HSL fulfill its mission to develop innovative programs and initiatives. This position is an integral member of the Center assisting with the following areas: 1) Assist with curriculum design and co-curricular experience development Honors Program, and Center for HSL innovative curricular initiatives; 2) Research service-learning, community engagement, global citizenship, and curriculum practices and develop center resources to assist with implementation of related initiatives; 3) Design assessment and evaluation tools for Center for HSL programs and initiatives using both qualitative and quantitative methods; 5) Supervise and train undergraduate student assistant(s) to support work; 6) Assist with Center for HSL events and programs; 7) Develop and maintain working relationships with campus partners and engaged faculty; 8) Develop and maintain working relationships with community partners; 9) Serve as an HSL representative, as requested, to university groups and organizations; 10) Maintain HSL standards for customer service, including the handling of phone calls and emails and serving as an appropriate referral resource to the UNC community.

Learning Outcomes: Graduate students will develop the ability to: 1) foster a community with staff and students that promotes social justice and inclusion; 2) apply knowledge and gain experience in program evaluation and assessment through mixed methods approaches; 3) integrate principles grounded in student development to supervise and develop undergraduate student staff; 4) apply best practice techniques for event planning and development; 5) co-construct meaningful relationships with members of the community to ensure reciprocity and positive public impact; 6) enhance their ability to communicate in professional settings with variety of constituents.

Minimum Qualifications: Have a working knowledge of student development and leadership theory and practice; strong written and verbal communication skills; commitment to working with diverse student populations; be team oriented and work with a high level of self-direction and initiative; proficient in MS Office suite; work at a computer station in an office setting.

Preferred Qualifications: Commitment to and understanding of global and community engagement theories and practice experience with service-learning, community based learning, and/or action research; experience in qualitative and quantitative research and evaluation methods and analysis is highly desirable; dissertation work parallels HSL's mission and goals are encouraged to apply.

Compensation: Academic Year 2019- 2020 position, 16 hours per week for 34 weeks, Ph.D. level. GA stipend and tuition waiver for up to 10 credit hours, subject to Graduate School funding availability on a year-to-year basis.

Application: To apply send a letter of interest including how you meet the qualifications, a curriculum vita, and names of three references via email to margaret.kelley@unco.edu by: April 10, 2019

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