

Graduate Assistant Request

Office: Tointon Institute for Educational Change (TIEC), located in College of Education & Behavioral Sciences Dean's Office

Funded by the Tointon Foundation

Contact: Aisha Thomas, Director

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Position Specification: TIEC Administrative Support

- 15 hours/week
- Flex schedule to window of time: Monday-Thursday between 9am-4pm
- On campus, in person required
- Masters or Doctorate student
- One academic school year with option to renew

Job Duties:

- Provide general clerical support to Director
- Accurately manage all Toinon databases/spreadsheets
- Prepare mail merges and documents with embedded attachments
- Prepare copies and creation of Academy notebooks (200 notebooks)
- Manage supply and paper storage inventory
- Weekly check-in meetings with Director
- Work is completed with high degree of quality and professionalism

Learning Outcomes:

- Gain experience planning professional development for educators
- Increase professional executive skills focused on creating high quality products

Stipend: Academic Year (34 weeks) Master's Stipend= \$10,761; Doctoral Stipend= \$12,291. Tuition support for up to 5 credits.

How to Apply: Email Tointon Director with a short interest statement and attach resume with contact information. Every inquiry will receive a response. Position will remain open until it is filled. Start August 2026.