

Honors Program
2026-2027
Graduate Assistantship

POSITION TITLE: Coordinator for Office of Undergraduate Research Programs

SUPERVISOR TITLE: Associate Dean for the College of Humanities and Social Sciences

Position Summary:

The Graduate Assistant will support the Honors Program.

The GA in this position will support the Schulze Chair and the Associate Dean on Honors projects. They will manage the Honors Connect Experiences and collaborate with the Student Honors Advisory Council and other Honors students to provide outreach across campus. The GA will prioritize diversity, inclusivity and equity in programming and initiatives.

DUTIES & RESPONSIBILITIES:

This position is an integral member of the Honors staff with specific oversight and responsibility for the following duties:

- Organize and coordinate Honors connect experiences. Design and lead four specialized workshops per semester focused on student success and honors program requirements and coordinate and execute six total program events per semester, including two recurring weekly events to foster student engagement.
- Provide support to the Honors email account when requested.
- Collaborate with student staff for marketing Honors events and initiatives.
- Develop and maintain working relationships with partners in the greater campus community.
- Attend and support Honors events to increase awareness of Honors programming, services, and resources.
- Host consultation meetings (student hours) to offer individualized assistance to undergraduate students in the Honors program.
- Serve as the primary Advisor for the Student Honors Advisory Council (SHAC), the student-led event planning group for the Honors Program, provide mentorship and administrative oversight for SHAC initiatives and student leaders.

LEARNING OUTCOMES:

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

- Model appropriate and effective techniques for interacting with the professional staff, faculty, and student workers regarding 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 scholarship.
- Learn organizational skills necessary to balance multiple ongoing responsibilities and facilitate large events.
- Apply advanced leadership skills pertaining to motivating, influencing, inspiring and empowering others to contribute to the effectiveness and success of an organization.

COMPENSATION:

This position is remunerated with graduate, in-state tuition for up to nine (9) credit hours per semester as well as a stipend for 16-hour work and begins in early August of each calendar year. The amount of the tuition and stipend is individually calculated for Master's degree students only.

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 have experience with research in any format, and experience with coordination of events, activities, programs, or a set of skills that would qualify the candidate to perform those duties (e.g., being detail oriented). Candidates for this position must be team-oriented and work with a high level of self-direction and initiative. Candidates must also be able to schedule 16 hours per week during the office hours of Monday through Friday 8:00 a.m. – 5:00 p.m.

Preferred Qualifications: Candidates with an understanding of student development theory are highly desirable. Candidates whose areas of research work align with the mission and goals of the Honors Program 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.

APPLICATION PROCESS:

To apply please send your CV (résumé) and a cover letter to Chris Marston, Ph.D., at Christine.Marston@unco.edu.