



MAST Institute

Mathematics and Science Teaching Institute

POSITION DESCRIPTION

I. POSITION IDENTIFICATION

University Title: Math and Science Teaching Institute Graduate Assistant

Department/College: Math and Science Teaching Institute/Natural and Health Sciences

Position: Part time – 18 hours/week total (12 hours/week for MAST and 6 hours/week for S4) Academic Year, \$15, 594 (MS); \$17,895 (PhD), includes tuition waiver up to 10 credit hours per semester

Position Reports to: Assistant Director of the Math and Science Teaching Institute, Dr. Victoria Duncan

Position inquiries: Dr. Murielle Watzky, murielle.watzky@unco.edu; 970-351-1443

Title: Math and Science Teaching (MAST) Institute GA

Preferred Start Date: August 14, 2026

Required Start Date: August 24, 2026

II. POSITION SUMMARY

This position will support the activities and programs of the Math and Science Teaching Institute. The Graduate Assistant will collaborate with and report directly to the Program Director.

III. DUTIES & RESPONSIBILITIES

- Assist with recruitment and admission, including creating recruitment materials and contacting school/community partners.
- Collaborate with the Program Director during admission process and acceptance procedures.
- Develop programming, events, and schedule with the Program Director.
- Create newsletter and additional materials to send to alumni, donors, and partners of FSI.
- Collect quantitative and qualitative data from scholars, including surveys, focus groups, and interviews.
- Maintain secure and confidential collection of data and any personal information we have collected.
- Communicate regularly with the Program Director(s).

IV. POSITION SPECIFICATIONS

1. Education

This position requires a minimum of bachelor's degree; continuous enrollment as a student in good standing in a UNC Master's or Doctoral program.

2. Abilities

- Be detail oriented.
- Possess leadership skills.
- Be able to work independently and work with a team.
- Have excellent interpersonal communication skills, including working well with students.
- Be able to problem-solve, think creatively, and maximize available resources.

3. Specific Skills required

- Knowledge and skills related to computer software applications (Microsoft: Excel, Outlook, SharePoint, etc.).
- Effective written and verbal communication skills.
- Excellent organizational skills.

LEARNING OUTCOMES

Student will:

- Develop programming/scheduling and recruitment skills for an educational program.
- Gain knowledge of budgeting and financial components of programming within a university environment.
- Develop communication and outreach skills.
- Enhance organizational and management skills.
- Develop leadership and collaborative skills with team members.
- Gain hands-on experience with data collection skills and working with participants in interviews, surveys, focus groups, etc.