

College of Natural and Health Sciences

Graduate Assistant | Master's Level

Fall & Spring 2026-27

Position Title: Graduate Assistant – Recruitment & Student Engagement

Hours: This position is part-time, 8 hours a week. 9-month appointment (Sept 2026-May 2027).

Location: Hybrid; NHS Advising Center

Compensation: \$5,739-\$6,931, depending on program, plus partial tuition/fee remission.

Requested Start Date: September/October 2026

Qualifications and Experience:

Minimum Requirements-

- Must be currently enrolled as a master's student at the University of Northern Colorado.
- As a result of funding limitations, applicants must be receiving in-state tuition rates.
- Must display a passion for helping students achieve both academic and personal success.
- Must maintain a student's-first mindset.
- Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made.

Preferred Qualifications-

- Excellent written and interpersonal communication skills; proficiency in Microsoft Office Suite applications, and a willingness to learn a variety of software platforms.
- A commitment to equity, inclusion, and social justice.
- Professional experience in an educational environment is preferred (includes student teaching or internships).

Position Description:

The College of Natural & Health Sciences (NHS) Graduate Assistant for Recruitment & Student Engagement supports the college's recruitment and student retention initiatives by coordinating student ambassador activities, engaging with prospective and current students, and assisting with outreach events. This position plays an integral role in creating a welcoming and engaging

experience for prospective students while developing opportunities that foster community and belonging among current NHS students.

The Graduate Assistant will supervise the NHS Ambassador program, coordinate daily prospective student add-on sessions, assist with recruitment events and college fairs, and collaborate with the Director of Recruitment on initiatives that support student success and retention.

Responsibilities Include-

- Supervise bi-weekly NHS Ambassador meetings.
- Collaborate with the NHS Ambassador President to schedule and assign ambassadors to daily NHS Overview Add-On sessions (11:15 a.m.–12:00 p.m.).
- Serve as the presenter for NHS Overview Add-On sessions when ambassadors are unavailable.
- Support the recruitment and training of NHS Ambassadors.
- Assist in planning, coordinating, and implementing recruitment initiatives for prospective students.
- Represent the College of Natural & Health Sciences at UNC Admissions flagship events, including evening and weekend programs as needed.
- Attend and assist with regional college fairs and recruitment events.
- Develop and implement engaging, in-person student retention and community-building activities for current NHS students.
- Assist with event planning, logistics, setup, and day-of event support.
- Maintain communication with ambassadors regarding schedules, expectations, and event participation.
- Perform other duties as assigned that support the recruitment and retention goals of the College of Natural & Health Sciences.

Application Process: Questions and application materials (described below) should be sent to lauren.gaiser@unco.edu. I am also reachable at (970) 351-4341. Review of applications will begin on August 31, 2026, and will continue until the position is filled.

Application materials:

- Resume
- A letter of application which describes the following:
 - Your experience teaching/working high school or college students.
 - Your commitment to creating equitable and inclusive spaces and learning environments.
- 2 References