

Last updated: 1/24/2019

**Position Title**: Academic Support Graduate Assistant

**Supervisor Title**: Director for the César Chávez Cultural Center

**Office Description**:

UNC César Chávez Cultural Center (CCCC) is one of four Culture Centers in the department of Equity and Inclusion within the Division of Campus Community and Climate. The Center boasts a student-centered philosophy of advocacy and validation of Latinx students through programs, activities and services. The Center has two full time professionals, two graduate assistants and 12-15 work-study employees.

**Center Mission:**

Our mission is to support educational access, persistence, and attainment of Latinx students and serves as a resource to the larger campus community regarding the Latinx culture.

**Duties and Responsibilities**:

* Identify Latinx students through data access
* Conduct research relevant to academic success and implement strategies
* Actively market academic support services to students
* Coordinate initiatives and weekly meetings with students on academic probation or working toward a successful academic plan
* Conduct weekly staff meetings as needed
* Attend all meetings and CCCC programing
* Meet weekly with lead CCCC staff
* Evaluate program effectiveness through assessment
* Identify strategies to engage faculty as partners for student academic success
* Collaborate with other CCCC staff to identify student’s areas of need
* Plan a yearly program for students on probation and other academic success events
* Offer support to the planning of the student success series of workshops
* Collaborate with campus partners to avoid duplicating efforts
* Develop paper trail of documents for all events executed
* Supervise, evaluate, train, and mentor small group of work-study student employees/ volunteers
* Assist Directors in the creation and editing of CCCC writing materials
* Collaborate with lead staff on planning and execution of department and division training
* Ability to work night and weekends
* Must be available 4 to 5 days a week to perform duties and maintain only one job
* Other duties as assigned

**Qualifications**:

* Bachelor’s degree and full-time enrollment (9+ credit hours) in a University of Northern Colorado Graduate degree
* Previous leadership or other experience in working with first generation, Latinx students
* High degree of organization, administrative, and communication skills as a team member
* Ability to problem-solve, think creatively, and maximize available resources
* Flexible to changing environments and high level of self-direction, initiative and reliability

**Learning Objectives**:

* Demonstrate advising and helping skills related to analyzing group dynamics, facilitating group decision-making and goal-setting, manage conflict, appropriately mentor students and staff and exhibit strong active listening skills
* Identify systemic barriers to equality and inclusiveness in order to advocate for and implement means of addressing these obstacles
* Explain how one’s professional practice aligns with both one’s personal code of ethics and ethical statements in the field of Higher Education
* Model appropriate and effective techniques for supervising student and professional staff related to issues of morale, behavioral expectations, conflict resolution, and performance issues
* Apply advanced leadership skills pertaining to motivating, influencing, inspiring and empowering others to contribute to the effectiveness and success of an organization

**Start/End Date**: Appointment date begins August 5, 2019 and end on May 15, 2020.

**Hours/Compensation**:

This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester as well as a stipend for 18-hour work which typically begins in early August of each calendar year. The actual amount of the tuition and/or stipend is individually calculated for master's or Doctorate degree students.

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