

Last updated on 1/24/2018

**Position Title:** Retention and Event Support Graduate Assistant

**Supervisor Title:** Associate Director of 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
* Collaborate with other CCCC staff to identify student’s areas of need
* 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
* Coordinate and submit proposal for Student Program Allocation (SPA) funding
* Serve as event lead for CCCC annual events including but not limited to Latinx Heritage Month Celebration, Unity Meeting, Dia De Los Muertos, DREAMer Awareness Month, and Remembrance of Latinx Icons series.
* Assist Associate Director with planning and execution logistics for Latinx Youth Leadership Conferences
* Assist with academic year event planning and execution of campus and community partners collaborations.
* 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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