

***University Program Council***

**POSITION** **TITLE**: University Program Council Graduate Assistantship

**SUPERVISOR** **TITLE**: Associate Director of the Office of Student Life

**UNIVERSITY PROGRAM COUNCIL (UPC):** UPC is a student fee funded programming board which serves as the primary programming organization at UNC. The role of UPC is to present a diverse and well-rounded schedule of social, recreational, educational, and multi-cultural activities for members of the University of Northern Colorado and surrounding communities.

**DUTIES & RESPONSIBILITIES:**

* Serve as a member of the Office of Student Life (OSL) and support departmental programs and initiatives;
* Work closely with the University Program Council to ensure OSL expectations are being met;
* Conduct weekly one-on-ones with UPC Coordinators and supervisor;
* Attend all meetings and appropriately designated programs of the UPC Coordinating Board;
* To be thoroughly familiar with the UPC Constitution, Polices, Procedures, and Guidelines, Coordinating Board Member Agreement, and working procedures and policies;
* To support the coordinators in the planning, marketing, and execution of campus programming;
* To evaluate the UPC Coordinators under the direction of Associate Director of OSL;
* Aid the coordinator in the planning, development, and evaluation of leadership workshops for the UPC members.

**LEARNING OUTCOMES:**

Through successful completion of the University Program Council Graduate Assistantship, the graduate student will:

* 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 systematic barriers to equity and inclusion 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

**COMPENSATION:**

This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester as well as a stipend for 20 hour work and 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.

**QUALIFICATIONS**

* Bachelor’s degree and full-time enrollment in a University of Northern Colorado Graduate degree program;
* Previous leadership or programming experience and experience supervising student organizations;
* High degree of organization, strong administrative, and communication skills;
* Proficiency in Microsoft Office and Microsoft Outlook;
* Ability to work in a flexible environment which includes night and weekend events.

**TO APPLY:**

In addition to completing the UNC Graduate School Application, www.unco.edu/grad, please submit a resume, cover letter explaining interest in the position, and the names of three references to via the HESAL Graduate Assistantship process. Specific questions can be directed to Liane Ortis, Associate Director of Student Life at [liane.ortis@unco.edu](mailto:liane.ortis@unco.edu) or 970-351-1365.