



Center for  
Women's and Gender Equity

**Accepting Applications Until Filled**

**Position Title:** One (1) Master Level Graduate Assistant Position; Center for Women's and Gender Equity (CWGE)

**Mission of the Center for Women's and Gender Equity:**

The Center for Women's and Gender Equity honors gender as a central identity and engages critical women's and gender issues, while challenging systems of inequity and advocating for change at the University of Northern Colorado.

We accomplish this by:

- educating our campus community on topics and issues related to the experiences of women, trans, and non-binary students
- providing an inclusive and validating space
- engaging in conversations about the impacts of sexism, cissexism, and misogyny
- empowering student voices to advocate for and create gender equity at UNC

In collaboration with other campus partners that include the university cultural and resource centers, academic departments, and other units within the division of student affairs, the CWGE builds community by supporting students in deepening their understanding of social justice and gender equity to be effective advocates for changes on their campus and in their communities.

**Job Duties and Responsibilities include (but are not limited to):**

The Center for Women's and Gender Equity (CWGE) is looking for a Master's level Graduate student who demonstrates passion and commitment to women's and gender issues and who seeks an opportunity to grow personally and professionally through the mentorship offered by CWGE staff.

- Support Associate Director and Coordinator with the programming aspect of the CWGE, including planning programs and events (in-person and virtual) that address women's and gender issues, assessing campus needs, providing staffing support at events and activities, and aiding in the development of innovative strategies to address women's and gender issues.
- Mentor student staff and provide support to students with programming responsibilities such as interns and volunteers (when applicable)
- Represent the CWGE, its goals, and activities at various other organizations across campus
- Possess the desire and ability to provide services to the UNC community and others accessing the CWGE
- Be available to respond to walk-in guests and phone concerns
- Manage advertising and public relations for program and event promotion (both print and virtual/digital)

- Assume responsibility for other tasks within the office, often administrative
- Must be available for some evening and weekend hours
- Provide indirect support for the Stryker Institute program including event organizing and attendance when applicable

**Compensation:**

- This is an Academic Year contracted appointment beginning August 15, 2023, and ending May 15, 2024. It is an 18-hour per week position and includes some evening hours and weekends. Included are tuition remission of up to 10 credits and a monthly Master's level Graduate Assistant stipend. Stipend amounts can be found on the GAA/GTA/GRA Stipend Chart at <http://www.unco.edu/grad/forms/index.html>

**Qualifications:**

- Required:
  - Available to start on August 1, 2023
  - Must be enrolled as a master's level graduate student at the University of Northern Colorado during graduate assistantship
  - Awareness of women's and gender issues and concerns
  - Knowledge and awareness of social justice and a desire to engage in social justice within this position
  - Program planning/event organizing experience
  - Demonstrate excellent verbal and written communication skills, a high level of self-direction, organization, initiative, and reliability
  - Must be available to attend Division and Department training in early August.
- Preferred:
  - Available to start June 1, 2023 (will be compensated hourly for 15 hours per week over the summer)
  - Previous experience working with students within the context of identity and social justice
  - Ability to engage an audience during group presentations or committee meetings
  - Experience with program development, implementation, and evaluation

**To Apply:**

The Application for Administrative Graduate Assistantship can be found through the Graduate School and International Admissions website: [www.unco.edu/grad/funding/gaVacancies.html](http://www.unco.edu/grad/funding/gaVacancies.html).

Please submit the following materials to [Luz.Sosa@unco.edu](mailto:Luz.Sosa@unco.edu):

- ✓ Completed GA application (found on Graduate School website)
- ✓ Resume (including references)
- ✓ Cover letter that speaks to your interest in the position and how you meet the qualifications (see qualification list)

For more information about this position, please email Luz Sosa, Associate Director of the Center for Women's and Gender Equity and the Stryker Institute for Leadership Development at [Luz.Sosa@unco.edu](mailto:Luz.Sosa@unco.edu) or call 970-351-1492.