



UNIVERSITY OF NORTHERN COLORADO

Stryker Institute for Leadership Development

GA Position for Master's or PhD Level Students

Position Description: Graduate Assistant
Stryker Institute for Leadership Development

Mission of the Stryker Institute for Leadership Development:

The Stryker Institute for Leadership Development is a participation-based scholarship program that serves women from under-represented groups and supports scholars in their identity and leadership development.

The Stryker Institute celebrates the unique identity of each woman and the strength of our collective voice in positively impacting our families and communities. The Stryker experience is characterized by self-exploration, self-reflection, and celebration of our intersecting identities, and cultivates the individual and collective success of women through social justice and leadership development.

Job Duties and Responsibilities include (and not limited to):

The Stryker Institute for Leadership Development is looking for a Graduate Student who demonstrates passion and commitment to social justice and leadership and who seeks an opportunity to grow both personally and professionally through the mentorship offered by the Stryker Institute and CWGE staff in the GA position.

With the support of Leadership Coordinator, GA will:

- Lead the organization and preparation of materials for 4 individual cohort workshop experiences on a weekly basis and social events and other programming.
- Must have reliable transportation to complete purchases related to programming.
- Collaborate with all staff (Center for Women's and Gender Equity [CWGE], Graduate Assistants, student staff).
- Interact with students to further support the development of their own awareness of their identities and leadership.
- Directly supports and works closely with the Stryker student-staff specialist.
- Collaborates closely with student Designer to design projects related to workshop, events, and other general marketing.
- Prepare and support program recruitment efforts.
- Support assessment and evaluation of programs and services utilizing both qualitative and quantitative research.
- Support participant application processes
- Responsible for administrative tasks related to the Institute including customer service, responding to phone calls and emails, and serving as a referral resource for the UNC community.
- Attend all staff and program-related meetings, department training, and Graduate Assistant development trainings.
- Maintain and update online engagement, including social media and academic classroom management systems (ex. Canvas, Qualtrics, Socrative)
- **Must be available for workshops (which occur on Friday evenings and some weekends)**

Compensation:

- Twelve-month, fiscal year appointment, beginning July 1st 2023; 20 hours per week that include frequent evening hours and weekends. Included is tuition remission up to 10 graduate level credits and monthly stipend.

Qualifications:

- Required:
 - Must be enrolled as a graduate student at the University of Northern Colorado.
 - Experience with organizing, planning, and implementing workshops or events.
 - Demonstrate excellent verbal and written communication skills, a high level of self-direction, organization, initiative, and reliability.
 - Knowledge and awareness around social justice and systems of power and privilege and a desire to engage social justice within this position.
 - Maintain a desire to further develop your own identities and understanding of others' identities.
- Preferred:
 - Previous leadership or other experience in working with students who hold underrepresented identities.
 - Experience with using Canva design, Jamboard, Qualtrics, and Canvas.

To Apply:

Please submit the following materials to Stryker@unco.edu:

- ✓ 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 Nicole Rivera, Leadership Coordinator for the Stryker Institute at nicole.rivera@unco.edu or call: 970-351-1492.