



**Position Title:** Graduate Assistant

**General Position Description:** Asian Pacific American Services and Native American Student Services seeks a highly motivated graduate assistant who is interested in building strong, supportive environments for UNC's Asian, Pacific Islander, and Native American students. The best candidates should have familiarity with Asian, Pacific Islander, and or Native American traditions and values, interest in working in a highly collaborative environment, strong interpersonal relationship building skills and have experience with developing programming and outreach initiatives. This is an 18/week, *Master's level*, graduate assistant position and requires working some evenings and weekends.

**Primary Responsibilities:**

- Promote campus outreach and increase involvement of UNC's Asian, Pacific Islander and Native American student population
- Design and implement effective communication outreach for current Asian, Pacific Islander, and Native American student and alumni populations
  - Coordinate and plan Welcome and transition programming for incoming Asian, Pacific Islander and Native American students,
- Assist in the planning and execution of the academic, social, and emotional support programs, such as
  - Student Success Series, a series of monthly campus-wide programming aimed to provide educational awareness for topics including:
    - Financial Wellness
    - Self-Care and Mental Wellness
    - Career Planning
- Assist the APASS and NASS GA plan and execute various culturally based events and programs relevant to APASS and NASS Missions
- Assist the Director and Assistant Director with any tasks that have been delegated

**Learning Outcomes:**

As a result of successful completion of this Graduate Assistantship with Asian Pacific American and Native American Student Services, the student will:

- Apply advanced leadership skills pertaining to motivating, influencing, inspiring and empowering others to contribute to the effectiveness and success of an organization
- Identify systematic barriers to equity and inclusiveness 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
- Effectively negotiate working relationships with Asian Pacific American and Native American Student Services staff and campus partners

**Qualifications:**

- Acceptance into a UNC Master's level, graduate program
- Formal experience working with underserved populations of students, in particular students of color,
- Ability to demonstrate knowledge and skills related to culture, intersection of identities, and privilege
- Demonstrated ability to work as a member of a team
- Strong organizational skills and demonstrated leadership experience working with college students and University partners
- Ability to problem-solve, think creatively, and maximize available resources
- Demonstrated ability to be a resourceful self-starter who is comfortable with ambiguity
- Adaptable to changing environments and a high-level of self-direction, creativity, initiative, professionalism, and reliability
- Excellent communication skills, including interpersonal communication skills, presentation skills, and writing skills

**Preferred Qualifications:**



- Previous experience working in higher education or student affairs, including academic advising, coaching or counseling
- Experience with program development and/or event planning
- Experience using social media for public relations/marketing strategies
- Enrolled in UNC's HESAL, Counseling, or closely related field

**Remuneration:**

Remuneration includes **up to 10 credits each term, for a Master's level student, and a partial fee waiver as well as** a stipend equal to the contracted time commitment. The graduate assistant position is contracted at 18 hours per week, beginning August 8, 2022 and concluding on May 12, 2023. Of those 18 hours per week, some evenings and weekends are required.

**To apply:**

Please submit a resume or curriculum vitae (including three professional references with name, title, relationship description, and contact information), and cover letter detailing interest in the position to Dr. Eryka Charley, Director of Asian Pacific American Student Services and Native American Student Services at [eryka.charley@unco.edu](mailto:eryka.charley@unco.edu).

For more information, please contact:

Dr. Eryka Charley

970.351.1909

[eryka.charley@unco.edu](mailto:eryka.charley@unco.edu)