

## **PROGRAMS AND EVENTS SPECIALIST GRADUATE ASSISTANTSHIP POSITION DESCRIPTION**

Last updated 02/02/2022

The César Chávez Cultural Center (Chávez Center) is one of four culture services that also houses Undocumented Student Services in the Division of Diversity, Equity and Inclusion. The Center boasts a student-centered philosophy of advocacy and validating Latinx students through programs, activities, and services. The Center has two full-time, exempt professionals, two Graduate Assistants, and 12 -15 student staff employees. Our mission is to provide a home away from home space for students across the Latinx diaspora where their culture, ethnicity, language, and traditions are respected and validated through holistic support. We embrace equity and inclusive practices with a student-centered and social justice lens.

**POSITION EXPECTATIONS:** The primary responsibility of the Programs and Events Specialist Graduate Assistantship position is to plan and execute student-centered programs and events towards retention, wellness, and graduation of students. This is accomplished by the following expectations:

### ***Event Support and Program Planning – percentage of work time 60%***

- Serve as event lead for Chávez Center annual events, including but not limited to Latinx Heritage Month Celebration, Dia De Los Muertos, DREAMer Awareness Month, Éxito Latinx, and LatinXcellece Graduation.
- Assist Directors with planning and execution logistics for both Latinx Youth Leadership Conferences.
- Assist with academic year event planning and execution of campus and community partners collaborations.
- Collaborate with campus partners to avoid duplicating efforts.
- Responsible for event promotion logistics related to flyer creation submission requests and advertisement via UNC calendar, event bright, and other campus-wide outlets.
- Serve as lead staff coordinator for the Center's social media outlets, including scheduling posts.
- Work with the DREAMer Engagement Program to develop ongoing workshops and assist with execution of the efforts
- Develop paper trail of documents for assigned events and other job responsibilities efforts executed.
- Evaluate assigned event program effectiveness and create an end-of-year summary report.
- Identify strategies to engage faculty as partners with event and program collaborations.
- Collaborate with other Chávez Center staff to identify student's areas of need.

### ***Administrative Responsibilities – percentage of work time 40%***

- Assist with monthly reconciliation purchases reporting of the Chávez Center procurement card.
- Maintain a detailed tracking of all center expenses.
- Facilitate payments related to contracted services and alert supervisor on financial discrepancies.
- Work closely with Division of Student Affairs Administrative Service Center Staff as it relates to purchasing and spending procedures and independent contract requests.
- Assist with Qualtrics assessment efforts and report a frequency and thematic data analysis summary findings.
- Collaborate with lead staff on planning and execution of department and division yearly pieces of training.
- Supervise, mentor, and evaluate 3 to 4 undergraduate student staff employees/volunteers.
- Attend all Chávez Center Lead Staff and All Staff weekly meetings and assigned events programming.
- Facilitation of weekly All Staff meeting agenda on an alternate basis.
- Assist Directors in the creation and editing of Chávez Center writing materials.
- Assist with the annual Student Program Allocation funding request proposal.
- Assist with the annual Capital Request funding request proposal.
- Other duties as assigned.

### ***Summer Responsibilities when applicable***

- Staff the front desk and answer the phone.
- Assist with New Student Orientation workshop presentations and involvement fair tableting.
- Assist with New Student Orientation Spanish lead sessions.
- Conduct special research projects relevant to academic success and trending best practices for student success.
- Assist with interviews, selection, and onboarding procedures of student staff.
- Serve as event lead for the Annual Cultural Services Welcome Extravaganza.

### ***Professionalism & Role Modeling***

- Chávez Center Staff are expected to uphold policies outlined in the Housing & Residential Education Handbook, Student Rights and Responsibilities Code of Conduct, and/or Federal and State laws.
- All staff members should professionally carry themselves when interacting with supervisors, peers, campus partners, community members, and students.
- Maintain an effective working relationship with all people in the working environment and UNC community.
- Model appropriate and practical techniques for supervising student and professional staff related to issues of morale, behavioral expectations, conflict resolution, and performance issues.
- Apply advanced leadership skills about motivating, influencing, inspiring, and empowering others to contribute to an organization's effectiveness and success.
- Demonstrate coaching and helping skills related to analyzing group dynamics, facilitating group decision-making and goal setting, managing conflict, appropriately mentoring students and staff, and exhibiting strong and active listening skills.

### **MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:**

- 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 Latin students.
- A 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.
- Must be available 3 to 4 days a week to perform assigned duties.
- Ability to work night and weekends.

### **PREFERRED QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:**

- Master's degree seeking students at the University of Northern Colorado
- Eligible for Colorado in-state tuition
- Fluent in Spanish

### **TRAINING COMMITMENTS:**

- Historically Graduate Assistant training begins two weeks before the first day of each Fall and Spring Semesters.

### **COMPENSATION:**

This Student Programs and Events Specialist Graduate Assistantship is remunerated with graduate, in-state tuition for up to 10 credit hours per semester and a stipend for 18-hour work, typically beginning in early August of each calendar year. The actual tuition and/or stipend amount is individually calculated for master's or Doctorate degree students.

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### **CONTRACT PERIOD FOR POSITION:**

The Programs and Events Specialist Graduate Assistantship position is a nine-month student leadership opportunity. The contract period is for one full academic year that typically begins in early August and ends in mid-May from consecutive Fall and Spring semesters. The contract period includes all pre-service and in-service training. When applicable, summer employment runs from the last week of May to the last week of July.

### **EMPLOYMENT OUTCOMES:**

In this position, individuals gain a wide range of career readiness skills recognized by *the National Association of Colleges and Employers* (NACE). As a result, of performing the job responsibilities for this Assistantship position, students will increase their knowledge, skills, and abilities in the following highly employable areas:

- **Critically Think/ Problem Solving** – Executing sound reasoning while analyzing issues, making decisions, and overcoming obstacles.
- **Oral/Written Communication** – Expressing thoughts/ideas in a clear and effective manner both in-person and in written form.
- **Teamwork/ Collaboration** – Building strong collaborative relationships with peers and university/community partners, while demonstrating working through healthy conflict management.
- **Leadership** – Leveraging others' strengths to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing, and delegating workloads.
- **Professionalism/ Work Ethic** – Demonstrating personal accountability, effective work habits, integrity/ ethical behavior, acting with the larger community's interests in mind, and can learn from mistakes.

- ***Equity and Inclusion*** – Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, abilities, and religions. Demonstrating inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals' differences.
- ***Digital Technology*** – Integrating existing technologies ethically/effectively to problem solve, complete tasks, and accomplish goals while demonstrating adaptability new and emerging technologies.
- ***Career Management*** – Identifying and communicating one's skills, strength, knowledge, experiences, and professional growth areas relevant to desired career goals. Able to navigate and explore job options, career next step opportunities and self-advocate for those opportunities in the workplace.

**APPLICATION SUBMISSION PROCEDURES:**

Qualifying applicants please submit a copy of a resume and cover letter to [joel.oroalmeida@unco.edu](mailto:joel.oroalmeida@unco.edu) to begin the process. For any questions, please submit those to [chavezcenter@unco.edu](mailto:chavezcenter@unco.edu) or call 970-351-2424 and ask to speak with a lead staff member regarding the job position.