

## **STUDENT WELLNESS AND ENGAGEMENT COACHING 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 Student Wellness and Engagement Coaching Graduate Assistantship position is to provide small groups and one-on-one coaching strategies towards student's holistic wellness. The following expectations accomplish this:

### ***Student Coaching and Outreach – percentage of work time 60%***

- Identify Latinx students through data access.
- Actively market academic support services to students.
- Coordinate initiatives and ongoing meetings with students on academic probation or working toward a successful academic/wellness plan.
- Evaluate program effectiveness through a mid-year assessment and create an end-of-year summary report.
- Identify strategies to engage faculty as partners for student wellness and academic success.
- Identify systemic barriers to equality and inclusiveness to advocate for and implement means of addressing these obstacles.
- Collaborate with other Chávez Center staff to identify student's areas of need.
- Create content and identify resources for the Chávez Center monthly newsletter via EMMA software system and submit blogs via the Inside UNC platform.

### ***Administrative Responsibilities – percentage of work time 30%***

- Conduct research relevant to student academic success and implement strategies.
- Assist with student staff biweekly payroll timesheets submissions efforts.
- Assist with coordination of yearly undergraduate student staff hiring procedures.
- Collaborate with lead staff on planning and execution of department and division yearly pieces of training.
- Offer support to the planning of the student success series of workshops.
- 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.
- Collaborate with other Chávez Center staff to identify student's areas of need.
- 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.

### ***Event and Program Planning – percentage of work time 10%***

- Plan a yearly signature program for students on academic probation.
- Serve as the primary point of contact for yearly collaborative wellness and academic success events such as Bears in STEM and Reach Your Summit Graduate and Professional School Preparation efforts.
- Offer support to the planning of the Cultural Services Student Success Series of workshops.
- Collaborate with campus partners to avoid duplicating efforts.
- Develop paper trail of documents for the assigned event and other job responsibilities efforts executed.

### ***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 Latinx 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 duties and maintain only one.
- Ability to work night and weekends.

#### TRAINING COMMITMENTS:

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

#### COMPENSATION:

This Student Wellness and Engagement Coaching Graduate Assistantship is remunerated with graduate, in-state tuition for up to 10 credit hours per semester and a stipend for 18-hour work, which typically begins 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 Student Wellness and Engagement Coaching 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.

#### EMPLOYMENT OUTCOMES:

In this position, you gain a wide range of career readiness skills recognized by *the National Association of Colleges and Employers* (NACE). As a result, of performing this Graduate 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 clearly and compellingly 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 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.