

POSITION TITLE: Graduate Assistant, Marcus Garvey Cultural Center [Master's or Doctoral]

SUPERVISOR TITLE: Dr. Janine M. Weaver-Douglas, Director, Marcus Garvey Cultural Center

MARCUS GARVEY CULTURAL CENTER (MGCC): The Marcus Garvey Cultural Center (initially named the Black Cultural Center) was established in 1983 through a campaign by Black students to secure greater recognition and support for Black students at the University of Northern Colorado (UNC). The MGCC serves Black, African, and African-American diasporic students, staff and faculty, with a particular emphasis on educational, personal and social community development that is culturally relevant to the African diaspora.

DUTIES & RESPONSIBILITIES:

- Conduct regularly scheduled one-on-one meetings with the director, undergraduate student employees, and interns
- Serve as administrative support in the center throughout the work week, including performing business tasks such as answering phones, monitoring email accounts and processing fiscal and administrative tasks
- Attend all meetings and agreed upon MGCC programs, activities, and initiatives, and adjust schedule to accommodate weekend and evening commitments
- Support and supervise the student staff (approximately 8-10) in the planning, marketing, and execution of events, as well as support their personal and professional development and growth
- Work closely with the director to ideate, create, plan, and implement new, innovative opportunities to engage the University community and the larger Greeley community
- Engage in regular professional development opportunities that are self-identified and encouraged by director
- Serve as the primary coordinator for the annual City of Greeley Martin Luther King Jr March and Celebration during the Fall Semester
- Serve as supervisor for all center interns (up to 3), including coordinating the terms of internship, overseeing their training and tasks, meeting regularly to monitor progress and advisement, and complete their required evaluations and feedback processes
- Serve as a committee member and liaison throughout the division and university, as deemed appropriate and as agreed upon by the director
- Become thoroughly familiar with UNC policies

LEARNING OUTCOMES:

As a result of successful completion of the Marcus Garvey Cultural Center assistantship, the graduate assistant will be able to:

- Demonstrate advising and helping skills related to analyzing group dynamics, facilitating group decision-making and goal setting, manage conflict, appropriately mentor students and student staff and exhibit strong active listening skills
- Identify systematic barriers to equity and inclusiveness to advocate for and implement means of addressing 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

- Model and exercise appropriate and effective techniques for supervising student staff related to issues of morale, behavioral expectations, conflict resolution, and performance issues
- Apply advanced leadership skills pertaining to motivating, influencing, inspiring and empowering others to contribute to the effectiveness and success of an organization
- Effectively utilize skills learned to navigate multiple levels of conflict

COMPENSATION:

This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester. Additionally, there is a monthly stipend for an 18-hours per week that begins on August 1, 2022. The actual amount of the tuition and/or stipend is individually calculated for different degree levels.

QUALIFICATIONS

- Bachelor's degree and full-time enrollment in a University of Northern Colorado graduate degree program
- Personal and professional knowledge and experience with African/Black/African American, Afro-Latinx, and Caribbean diasporas, cultures, histories, and issues
- Demonstrate a professional commitment to social justice, equity, diversity and inclusion (JEDI)
- Ability to work independently, as well as in a team environment
- Ability to create and maintain professional, creative, and flexible work environments
- Ability to effectively manage multiple, competing priorities and projects
- Previous leadership experience
- Previous planning experience
- Experience with supervising Black/African/African American students and student organizations
- High degree of organization and strong administrative & communication skills
- Experience with Microsoft Office, Outlook, and Qualtrics
- Experience navigating social media platforms (Facebook, Instagram, Twitter, Snapchat)

TO APPLY:

Please submit a résumé or curriculum vitae (including three professional references – name, title, relationship description and length, phone number, and email address) and cover letter detailing interest in the position to Dr. Janine M. Weaver-Douglas, Director, Marcus Garvey Cultural Center at janine.weaverdouglas@unco.edu.