



UNIVERSITY OF NORTHERN COLORADO

**Stryker Institute for
Leadership Development**

GA Position for Master's Level Students Only

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:

- Organize, prepare and support the co-facilitation of four cohort curriculum workshops.
- Organize and prepare materials for workshop curriculums for multiple cohorts and social events and programing.
- 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
- Prepare and support the presentation of materials for program recruitment efforts
- Support assessment and evaluation of programs and services utilizing both qualitative and quantitative research
- Support participant application processes
- Support supervision of Stryker student-staff specialist
- 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
- Attend department trainings and Graduate Assistant development trainings
- Maintain and update online engagement, including social media and academic classroom management systems (ex. Canvas, Qualtrics, Socrative)
- Serve on planning committee for Gender Justice and Feminism Conference, Journey Conference and other CWGE events
- **Must be available for workshops (which occur on evenings and weekends)**

Compensation:

- Twelve month, fiscal year appointment, beginning July 1st 2022; 20 hours per week that include frequent evening hours and weekends. Included is tuition remission up to 10 Master's level credits and monthly stipend.

Qualifications:

- Required:
 - Must be enrolled as a graduate student at the University of Northern Colorado
 - Experience with program/workshop development and implementation
 - 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
 - Ability to engage an audience during group presentations

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.