



**____Veterans Services Graduate Assistant____ POSITION DESCRIPTION
2021-2022**

Our Vision: To be a student-centered and supportive advocate for military affiliated students from pre-enrollment to graduation and beyond.

Our Mission: To empower military affiliated students by providing superb student-centered service, practical and appropriate resources, and an inclusive community of support.

POSITION EXPECTATIONS: The main responsibility of the Graduate Assistant position is to provide supervision and leadership to student staff, and support veteran and military-affiliated students at UNC. This is accomplished by the following expectations:

Supervision (50%, 10 hours)

- Assist in supervising student employees to include: scheduling shifts, assisting with evaluations, providing guidance, and collaborating with students on their responsibilities and events.
- Conduct one on one meetings with individual student employees.
- Attend weekly one on one meeting with supervisor.
- Provide assistance to conflict resolution between student employees.
- Assist in the professional development of student employees.

Engagement (25%, 5 hours)

- Coordinate and facilitate awareness and cultural events on and off of campus.
- Coordinate at least two awareness/outreach events (one per semester) in order to build engagement within the UNC and local community.

Professionalism (25%, 5 hours)

- Complete all administrative tasks in a thorough, accurate, and timely manner.
- Provide excellent customer service to students, staff, and parents through effective communication and follow-through of emails and phone calls.
- Attend and participate in staff meetings and one on one supervisory meetings.
- Develop and maintain effective working relationships with Veterans Services and other university personnel.
- Assist in creating an inclusive work environment.
- Project a positive attitude toward the position, department, and institution.

Professionalism & Role Modeling

- Veterans Services 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 carry themselves in a professional manner when interacting with supervisors, peers, campus partners, community members and students.

- Maintain an effective working relationship with all people in working environment and UNC community.
- Demonstrate good written, listening and oral communication skills.
- Demonstrate quality decision making and evaluative skills.

Learning Outcomes

- Demonstrate leadership skills related to supervising and developing students to include: facilitating group decision-making, goal-setting, managing conflict, and appropriately mentor students and staff while exhibiting strong active listening skills.
- Identify systematic barriers to equity and equality in order to advocate for and implement means of addressing these obstacles.
- Model appropriate and effective techniques for supervising student and professional staff.

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

- GAs are required to be full-time graduate students at UNC while in the position.
- Minimum 3.0 GPA
- GAs must be in good conduct standing with the University and not be on any probationary period through conduct sanctioning.

(IF NEEDED) TRAINING COMMITMENTS:

- Pre-semester GA training in August 2022

COMPENSATION:

This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester as well as a stipend for 18 hour work and begins in early August of each calendar year. The actual amount of the tuition and/or stipend is individually calculated for Master's or Doctorate degree students.

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual preference or veteran status. For more information or issues of equity or fairness or claims discrimination contact the UNC AA/ EEO/ Title IX Officer at UNC Human Resource Services, Carter Hall 2002, Greeley, CO 80639 or call 970-351- 2718.

CONTRACT PERIOD FOR POSITION:

The Graduate Assistant position is a nine-month student leadership opportunity. The contract period is for one full academic year (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 the job responsibilities of the Graduate Assistant 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 the strengths of others 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 interests of the larger community 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 to new and emerging technologies.

- ***Career Management*** — Identifying and communicating one's skills, strength, knowledge, experiences and areas of professional growth 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.