POSITION TITLE: Graduate Assistant, The Center for Peer Education [Master’s]

SUPERVISOR TITLE: Assistant Director, Office of Student Life | Prevention Education

AREA: The Center for Peer Education (CPE) lies under the umbrella of the Prevention Education department. CPE provides comprehensive education about contemporary wellness issues impacting the college population including alcohol and other substance use, mental health and associated stigma, sexual health, and overall healthy decision making. The primary purpose of CPE is to provide our campus community with tools and resources necessary to successfully navigate the college environment while promoting a positive college experience for our students.

POSITION EXPECTATIONS: The main responsibility of the Graduate Assistant, CPE position is to provide program implementation and evaluation support for the Center for Peer Education and Prevention Education department. This is accomplished by the following expectations:

General Responsibilities – 50%
- Maintain 20 consistent office hours per week
- Attend and supervise CPE events (including weekend and evening programs)
- Provide supervision support for CPE undergraduate staff
  - Meet with Peer Health Educators for weekly one-on-ones
  - Lead Team Staff meetings
  - Assist in staff mid-term and final evaluations
- Assist in the planning, implementation, and evaluation of all CPE programs and initiatives
- Attend campus and community coalition meetings as requested
- Uphold mission and philosophy of the Prevention Education office

Administrative Responsibilities – 20%
- Assist in the completion of the Prevention Education Impact Report (assessment of academic year programming)
- Purchase program materials when required and submit appropriate paperwork
- Provide grant support as necessary
- Provide evaluation and assessment analysis support

Outreach & Collaborations – 30%
- Resource fairs: attend major resource fairs on and off campus (i.e. Destination UNC, Involvement Fair, Welcome Week)
- Presentations: develop and provide presentations to campus collaborators
- National College Health Assessment: Assist in planning, distribution, and analysis of the National College Health Assessment
- Social Media: Oversee CPE’s Instagram account and post weekly, educational content for marketing for upcoming events
- Alcohol and Other Drug Workshop: Provide alcohol and other drug education sanction support by helping to facilitate workshops

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:
- This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester.
- This position has a minimum GPA requirement of 3.0
- The individual occupying this role should maintain good standing, both academically and conduct-wise, with their respective graduate program and the university overall.
- Bachelor’s degree and full-time enrollment in a University of Northern Colorado graduate degree program
- Knowledge about program development, implementation, and evaluation
- Demonstrate a professional commitment to diversity, equity, inclusion, and social justice
- Demonstrate ability to be attentive and provide detailed descriptions
- 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
- Previous leadership and experience
- Some event planning experience
- Experience with or deep knowledge around supervising students and/or student organizations
- High degree of organization and strong administrative & communication skills
Experience with Canva, Microsoft Office, Outlook, and Qualtrics
Facility in navigating social media platforms (Facebook, Instagram, Twitter, Snapchat)

TRAINING COMMITMENTS:
- Mandatory training is held before the start of the fall semester on August 8th, 2022 to August 19th, 2022.

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 eighteen (18) hours per week that begins on August 8th, 2022. The actual amount of the tuition and/or stipend is individually calculated for different degree program.

CONTRACT PERIOD FOR POSITION:
The Graduate Assistant, CPE position is for a ten-month period. The contract 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, performing the job responsibilities of the Graduate Assistant, CPE 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 effectively 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.

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 Grace Turner, Assistant Director, Office of Student Life | Prevention Education, at Grace.Turner@unco.edu.

APPLICATION DEADLINE: The application deadline for this position is April 1st, 2022 at 5:00PM

FOR MORE INFORMATION, PLEASE CONTACT:
Grace Turner, Assistant Director, Office of Student Life | Prevention Education
(970) 351-1136
Grace.Turner@unco.edu