



2023-2024 Graduate Assistantship
Center for Career Readiness, University of Northern Colorado

Position Title: Career Fairs & Events Graduate Assistant

Program Summary:

The Center for Career Readiness (CCR) builds bridges between students and the world of work to ensure that UNC students make informed and empowered decisions regarding continued education and career.

Program Goal:

- Provide a student-driven approach to career education that challenges systematic inequities, invites exploration embedded in identity and values, and foster collaboration with employers and the campus community.

Graduate Assistant Expectations:

Duties and Responsibilities:

The graduate assistant for the program will provide direct support to the Center for Career Readiness by completing the following responsibilities.

- Lead and assist in the planning and implementation of career fairs and events for the CCR.
- Serve as a point of contact for on- and off-campus employers in regards to career fairs and other events hosted by the CCR.
- Assist in the fairs registration process, including the processing of payments.
- Staff career events such as Job, Internship and Graduate School Fairs, K-12 Educator Employment Days, and other career events.
- Purchase, receive and organize supplies for the center and event on an as-needed basis.
- Work closely with the Work-Based Learning Coordinator to assist in experiential learning coordination on campus.
- Serve as a secondary point of contact for UNC's Handshake platform.
- Provide customer-oriented, student-centered service that is based on effective career counseling and student development theories.
- Attend Center for Career Readiness and Career Counseling staff meetings and retreats.
- Assist with student learning assessment.
- Complete various career projects and other duties as assigned.

Hours and Availability:

- This position may require flexibility in scheduling to accommodate evening (after 5pm) and on weekends workshop/presentation requests or virtual drop-in hours, attend/participate in University events, etc.

Physical Demands:

This position requires daily use of a computer for work and online meetings. The position requires resilience, a high energy level, the ability to manage stress and multitask. Frequently, there is a need to be available during non-traditional office hours.

Additional expectations related to academic course load and outside employment are outlined in the [Graduate Assistant Handbook](#).

Qualifications and Additional Requirements:

Minimum Qualifications:

- Accepted into a Master's degree program at UNC (prefer a maximum of 12 credits per semester to allow for necessary scheduling flexibility).
- Be in good academic standing (*Students admitted with a lower than 3.0 gpa and academic provisions may not be hired in assistantship positions until they earn at least a 3.0 gpa or their academic provisions are met*)
- Outstanding communication skills including strong interpersonal skills.
- Ability to positively contribute to a team.

Preferred Qualifications:

- Interest in pursuing Career Services as a professional career.
- Interest in employer engagement within a Career Services context.
- Interest or prior experience organizing and hosting events.
- Commitment to empowerment, integrity, social justice, character, and relationships.

Additional Requirements:

- By applying, applicants consent to a conduct check completed by Student Conduct & Accountability.

Training Commitments:

- Complete annual training in Title IX (harassment identification/prevention), resources to assist distressed students, FERPA, and other training offered by the supervisor
- Additional on the job training will be outlined by supervisor upon start of position

Compensation and Contract Period for Position:

This is a .40 FTE position with in-state tuition paid (work 18 hours per week during fall through spring semester, 17 weeks per semester) plus a monthly stipend. All Graduate Assistants must be available to work the week before classes begin each semester.

The schedule of a student in fiscal year contract follows the UNC calendar, which includes the expectation to work during spring, fall, and winter breaks. Fiscal year contracts allow one week of vacation during the fiscal year. Graduate Assistants receive sick leave, as outlined in the [Paid Sick Leave Policy](#).

Employment Outcomes:

The Career Fairs & Events Graduate Assistant will:

1. Plan, coordinate and implement a career fair from the initial stages through post-event debrief.
2. Develop and conduct at least (1) post-fair assessment plan.
3. Develop and distribute at least (4) marketing materials for events.
4. Develop advanced competency of the Handshake platform.

Student Affairs Mission

We believe that every student has a right to full and equal participation in the university community. We identify and collaboratively eliminate institutional barriers to success and cultivate a student-centered co-curricular experience. We intentionally educate our students on self-awareness, well-being, equity, career readiness, and

interpersonal engagement. We seek to understand who our students are and who they want to become. We shape supportive environments for students to grow and belong as they navigate higher education and beyond.

Application Procedure:

Please submit a resume, cover letter explaining interest in the position, and a list of 3 references to Jakob Coykendall at jakob.coykendall@unco.edu. **Priority deadline for submitting application materials is January 15, 2024.**