



**DSA Organization Development Graduate Assistant
POSITION DESCRIPTION
2021-2022**

Departmental Mission & Position Introduction

Staff members within the Division of Student Affairs (DSA) are expected to positively contribute to our mission of supporting students in the co-curricular environment and provide an experience that inspires students academically, intellectually, personally, and emotionally. With the diversity of our students in mind, we use a career readiness approach and social justice framework while fostering a culture and climate of care. DSA Organization Development supports development and fulfillment of organization outcomes, supports transformational change, and enhances organizational and individual performances. This position will assist and support DSA Organization Development which includes strategic planning and program review tracking and submission.

POSITION EXPECTATIONS:

The main responsibility of the DSA Organization Development position is to provide assistance with coordination, communication, reporting, and data collection. This is accomplished by the following expectations:

Project Management Assistance – percentage of work time (65%)

- Provide assistance through project management related duties for the Division of Student Affairs Organization Development including, but not limited to, Strategic Planning, Program Review, and HLC visit preparation.
- Assist tracking of deadlines, project related submissions including the collection of evidence, and associated communication.
- Assist, coordinate, and communicate directly with DSA areas to ensure associated project completion following timelines.

Administrative Assistance – percentage of work time (25%)

- Provide office support in all duties associated with DSA Organization Development including but not limited to Strategic Planning and preparation for the HLC visit.

Other duties as assigned – percentage of work time (10%)

Professionalism & Role Modeling

- The Division of Student Affairs Staff are expected to uphold policies outlined in the Student Rights and Responsibilities Code of Conduct, Housing & Residential Education Handbook, 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.

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 DSA Strategic Planning GA 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.

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

- Acceptance into a UNC Graduate Program
- Demonstrated ability to work as a member of a team
- Strong organizational skills, demonstrated experience working with University partners, knowledge of the co-curricular student experiences.
- Ability to problem-solve, think creatively, and maximize available resources
- Adaptable to changing environments and a high-level of self-direction, creativity, initiative, professionalism, and reliability
- Excellent communication skills, including interpersonal communication skills, presentation skills, and writing skills
- Preferred experience working on large projects, including program review and/or strategic planning.

COMPENSATION:

- Remuneration includes tuition assistance of **up to 10 credits each term and a partial fee waiver as well as** a stipend equal to the contracted time commitment. This graduate assistant position is contracted at 18 hours per week, beginning the second week of August and concluding the second week of May. Of those 18 hours per week, some evenings and weekends are required

CONTRACT PERIOD FOR POSITION:

The DSA Organization Development Graduate Assistant position is a ten-month 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.

TO APPLY:

Please submit a resume or curriculum vitae (including three professional references with name, title, relationship description, and contact information), and cover letter detailing interest in the position to Sherri Frye, Organization Development Specialist at sherri.frye@unco.edu by Monday, May 17, 2021 at 5 pm MDT.

For more information, please contact:

Sherri Frye
970-351-3765
sherri.frye@unco.edu.