



## Graduate Assistantship Position Description

### Position Title:

Coordinator for Communication, Planning, and Advising for Honors Program

### Position Details:

- ◁ 2022-2023 Academic Year position (9-months) at 16-18 hours per week for 34 weeks
- ◁ Masters or Doctoral level student currently enrolled or will be enrolled for 2022-2023 year

### Honors Program Mission:

The University of Northern Colorado Honors Program develops a diverse community of intellectually engaged student scholars through an enriched curriculum that supports undergraduate research and creative endeavors, and promotes critical thinking, inquiry analysis, integrative learning, intercultural competence, community engagement, and problem solving.

### Position Description:

The Graduate Assistant in this position will be working to help the Honors Program fulfill its mission, and will become an integral member of the program staff assisting with the following areas:

Coordinate Honors Interdisciplinary Program advising and providing student advising to assist honors students integrate honors curriculum into their program plans.  
Coordinate Honors Connect workshop and speaker series, and

- ◁ Demonstrate successful advising and coaching of a diverse group of motivated students.
- ◁ Model appropriate and effective techniques for supervising student and professional staff related to issues of morale, behavioral expectations, conflict resolution, and performance issues
- ◁ Develop as a social justice-oriented professional capable of establishing and maintaining community initiatives and relationships for systemic change
- ◁ Become more intentional with student engagement and critical scholarship
- ◁ Learn organization skills necessary to balance multiple ongoing responsibilities
- ◁ Apply advanced leadership skills pertaining to motivating, influencing, inspiring and empowering others to contribute to the effectiveness and success of an organization

### Qualifications:

*Minimum Qualifications:* Successful candidates for this GA position must demonstrate strong written and verbal communication skills and a commitment to working with diverse student populations. Candidates must also be team oriented and work with a high level of self-direction and initiative, with the ability to multi-task and work in a fast-paced office. Should be able to work occasional nights and weekends. Must be currently enrolled or will be enrolled in a Masters or Doctoral level program at UNC for Academic Year 2022-2023.

