



UNIVERSITY OF  
NORTHERN  
COLORADO



COLORADO  
Colorado Opportunity  
Scholarship Initiative

**POSITION TITLE:** COSI (Colorado Opportunity Scholarship Initiative) Graduate Student Assistant

**REPORTING SUPERVISOR:** COSI Associate Directors– Melisa Valtierra Tuttle & Rogelio Garcia-Perez

**START DATE:** August 1, 2024

**Priority Deadline:** June 14, 2024

**Program/Department:** COSI (Colorado Opportunity Scholarship Initiative) under the Division of Diversity, Equity and Inclusion (DDEI).

**Division of Diversity, Equity, and Inclusion Mission Statement:** The Division of Diversity, Equity and Inclusion is active, intentional and forward thinking in our approach to working with students while promoting social mobility. Diversity, equity and inclusion are embedded in our work as a community. Social justice education is at the core of our collaborative practice.

**COMPENSATION:**

This position is a part-time graduate student employee and will be compensated with a stipend of \$18,000 at no more than 18 hours per week for 9 months. **(This position does not cover tuition or fees.)**

**GENERAL RESPONSIBILITIES:**

- Regular communication to scholars & email scholars for support.
- Mentor and meet with a caseload of students one on one each semester.
- Assist with student programming consisting of workshops – opportunities for students to gain skills and support in such areas as well-being, scholarship search/application, financial aid, COSI events, Graduation celebration and other needs identified by students and staff
- Assist COSI Staff with set-up and clean-up of workshops and events (This will require some evenings)
- Participate in COSI events, workshops and meetings
- Assist with mentoring students and helping them find resources across campus and in the community
- Building community, providing opportunities for peer-to-peer interaction, supporting students through the enrollment and college transition process.
- Assist COSI staff with data gathering, metrics and other grant related information.
- General office work, making copies, emails, phone calls.
- Serve as an integral member of the COSI staff and the Division of Diversity, Equity, and Inclusion (DDEI)
- Attend semesterly mandatory (DDEI) training before the start of the semester.
- Attend two UNITE training courses per semester.
- Other job duties as assigned within the scope of the grant.

**QUALIFICATIONS:**

- Bachelor's degree and full-time enrollment at the University of Northern Colorado in a graduate program required
- Previous leadership or other experience in working with students and student organizations
- High degree of organization, administrative and communication skills
- Commitment to creating a welcoming, inclusive, and socially just work environment

**PREFERRED QUALIFICATIONS:**

- Working with underserved, first generation, low-income students

**\*Position is open until filled.**

Please submit your resume and cover letter to Melisa Valtierra Tuttle at [melisa.valtierra@unco.edu](mailto:melisa.valtierra@unco.edu) or Rogelio Garcia-Perez at [rogelio.garcia-perez@unco.edu](mailto:rogelio.garcia-perez@unco.edu). Please contact us for more information or questions.