



Undergraduate Academic Engagement

POSITION TITLE: Graduate Assistant: Coordinator for Diversity, Assessment, and Program Outreach.

SUPERVISOR TITLE: Executive Director, Undergraduate Academic Engagement

Division of Undergraduate Academic Engagement: The UNC Division of Undergraduate Academic Engagement (U-Engage) provides enriching individualized opportunities and multidisciplinary cohort programs for students to fully engage in their academic pursuits. The Division fosters an inclusive culture of academic excellence and intellectual curiosity by empowering dynamic and diverse communities of researchers, leaders, creators and scholars who are poised to make a positive impact in the world.

DUTIES & RESPONSIBILITIES:

The Graduate Assistant in this position will be working to help the Undergraduate Academic Engagement fulfill its mission to develop innovative programs and initiatives. Undergraduate Academic Engagement office includes the following areas of UNC Honors Program, McNair Scholars Program, Office of Undergraduate Research, Air Force and Army ROTC, Interdisciplinary Student Designed Major, and the Schulze Endowment. This position is an integral member of the Undergraduate Academic Engagement staff and supports the Honors Program in this unit assisting with the following areas:

- Facilitate development of the Inclusivity, Diversity, and Equity Advancement (IDEA) initiative to create a more inclusive Honors space.
- Conduct annual program evaluations and statistical analyses to assess demographics and performance of Honors program.
- Provide training and supervision to Honors mentors, teaching assistants, and student staff for their continued growth and accountability.
- Research service learning, community engagement, global citizenship, social justice, and leadership practices for implementation into Honors program.
- Develop and maintain working relationships with partners in the greater campus community.
- Organize and coordinate effective implementation of Honors initiatives and events such as Research Day, Infinite Honors, Honors retreats, and various mentorship programs.
- Develop outreach and promotional activities to recruit motivated students and develop awareness on campus and to high schools about the opportunities that the programs provide.
- Offer additional assistance to students as needed with research, outreach, etc.

LEARNING OUTCOMES:

As a result of successful completion of this Graduate Assistantship, the student will:

- Demonstrate assessment skills using both qualitative and quantitative methods.
- 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.

COMPENSATION:

This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester as well as a stipend for 16-hour work and begins in early August of each calendar year. The amount of the tuition and stipend is individually calculated for Master's degree students only.

QUALIFICATIONS

Minimum Qualifications: Successful candidates for this GA position will have an understanding of student leadership theory and practice and knowledge of best practices for diversity, equity and inclusion in educational settings. Candidates must demonstrate strong written and verbal communication skills and a commitment to working with diverse student populations. Candidates for this position must be team oriented and work with a high level of self-direction and initiative. Candidates must also be able to schedule 16 hours per week during the office hours of Monday through Friday 8:00 a.m. – 5:00 p.m.

Preferred Qualifications: It is preferred that candidates for this position have experience in assessment along with qualitative and quantitative research and evaluation methods and analysis skills. Candidates with an understanding of student development theory are highly desirable. Candidates with teaching or teaching assistant experience will also be given preference.

Candidates whose dissertation or areas of research work parallel to Undergraduate Academic Engagement's mission and goals are encouraged to apply.

TO APPLY:

Submit Cover Letter
Resume OR Curriculum Vita

To Margaret Kelley at Margaret.Kelley@unco.edu by Wednesday, March 22, 2023.

Applications submitted by Wednesday, March 22, 2023, will be given priority. Applications will be accepted after this date if the position is still open.