



POSITION DESCRIPTION 2024-2025

POSITION TITLE: Graduate Assistant, Marcus Garvey Cultural Center [Master's or Doctoral]

SUPERVISOR TITLE: Director, Marcus Garvey Cultural Center

MARCUS GARVEY CULTURAL CENTER (MGCC): The Marcus Garvey Cultural Center was established in 1983 as a result of a campaign by Black students to secure greater recognition and support for Black students at the University of Northern Colorado (UNC). The MGCC seeks to create a space where Black, African, and African American diasporic students, staff & faculty feel connected to UNC and empowered throughout their collegiate experience.

POSITION EXPECTATIONS: The main responsibility of the GRADUATE ASSISTANT position is to provide SUPPORT THE MISSION AND VISION OF THE MGCC AND SUPPORT THE SUPERVISION OF THE MARCUS GARVEY CULTURAL CENTER STUDENT STAFF AND EVENT PLANNING ALONGSIDE THE CENTER DIRECTOR. This is accomplished by the following expectations:

General Responsibilities – 50%

- Conduct regularly scheduled one-on-one meetings with the director, undergraduate student employees, and interns.
- Support and supervise the student staff (approximately 8-10) in the planning, marketing, and execution of events, as well as support their personal and professional.
- Adjust schedule to accommodate weekend and evening commitments.

Administrative Responsibilities – 35%

- Attend all meetings and agreed upon MGCC programs, activities, and initiatives.
- Work closely with the director to brainstorm, plan, and implement new, innovative opportunities to engage the University community.

Professional Development – 15%

- Engage in regular professional development opportunities that are self-identified and encouraged by director.

PROFESSIONALISM AND ROLE MODELING

- MARCUS GARVEY CULTURAL CENTER staff are expected to uphold policies outlined in the Housing & Residential Education Handbook, Student Rights and Responsibilities Code of Conduct, and/or Federal and State laws.
- All staff members should professionally carry themselves when interacting with supervisors, peers, campus partners, community members, and students.
- Maintain an effective working relationship with all people in the working environment and UNC community.
- Demonstrate good written, listening, and oral communication skills.
- Demonstrate quality decision-making and evaluation skills.

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

- This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester.
- This position has a minimum GPA requirement of 3.0
- The individual occupying this role should maintain good standing, both academically and conduct-wise, with their respective graduate program and the university overall.
- Bachelor's degree and full-time enrollment in a University of Northern Colorado graduate degree program
- Knowledge about African/Black/African American, Afro-Latinx, and Caribbean diasporas, cultures, histories, and issues
- Demonstrate a professional commitment to diversity, equity, inclusion, and social justice
- Demonstrate ability to be attentive and provide detailed descriptions
- Ability to work independently, as well as in a team environment
- Ability to create and maintain professional, creative, and flexible work environments
- Ability to effectively manage multiple, competing priorities
- Previous leadership experience

- Some event planning experience
- Experience with or deep knowledge around supervising students and/or student organizations
- High degree of organization and strong administrative & communication skills
- Experience with Microsoft Office, Outlook, and Qualtrics
- Facility in navigating social media platforms (Facebook, Instagram, Twitter, Snapchat)

(IF NEEDED) TRAINING COMMITMENTS:

- Mandatory training is held before the start of both the fall and spring semesters. Training is held on the weekends before the first day of the corresponding semester.

COMPENSATION:

- This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester. Additionally, there is a monthly stipend for twenty (20) hours per week that begins on January 8, 2025. The actual amount of the tuition and/or stipend is individually calculated for different degree levels.

CONTRACT PERIOD FOR POSITION:

The GRADUATE ASSISTANT position is a nine-month student leadership 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.

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 GRADUATE ASSISTANT 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 clearly and effectively 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.
- **Career Management** – Identifying and communicating one’s skills, strength, knowledge, experiences, and areas of professional growth relevant to desired career goals. Able to navigate and explore job options, career next step opportunities and self-advocate for those opportunities in the workplace.

LEARNING OUTCOMES: As a result of successful completion of the Marcus Garvey Cultural Center assistantship, the graduate assistant will be able to:

- Demonstrate advising and helping skills related to analyzing group dynamics, facilitating group decision-making and goal setting, manage conflict, appropriately mentor students and student staff and exhibit strong active listening skills.
- Identify systematic barriers to equity and inclusiveness to advocate for and implement means of addressing obstacles.
- Explain how one’s professional practice aligns with both one’s personal code of ethics and ethical statements in the field of Higher Education.
- Model and exercise appropriate and effective techniques for supervising student staff related to issues of morale, behavioral expectations, conflict resolution, and performance issues.
- Apply advanced leadership skills about motivating, influencing, inspiring and empowering others to contribute to the effectiveness and success of an organization.
- Effectively utilize skills learned to navigate multiple levels of conflict.

TO APPLY:

Please submit a résumé or curriculum vitae (including three professional references – name, title, relationship description and length, phone number, and email address) and cover letter detailing interest in the position to **James Hodges**, Associate Director of the Marcus Garvey Cultural Center at James.Hodges@unco.edu.