

POSITION DESCRIPTION

Graduate Assistant for Administration and Communications – Office of Research and Sponsored Programs

Number of Positions: 1

Position is: Part-Time – 10 hrs/week

Compensation: Monthly Stipend. Tuition waiver up to 5 credits and partial fee waiver per semester (Fall and Spring).

Agreement Period: Fiscal Year (July 1, 2024 – June 30, 2025)

Supervisor: Drew Galyardt

Title: Communications Specialist Phone: 970-351-1089

POSITION SUMMARY

This position provides support to the Communications Specialist in the Office of Research and Sponsored Programs and the Associate Vice President for Research. Essential functions include but are not limited to:

- Calendar Entries
- Enrollment Marketing
- External Event Planning
- Internal Event Planning
- Internal Faculty/Staff Communications
- Social Media Coordination
- Audio/Video production & editing
- Unit Communications (newsletters, websites, etc)
- Website Maintenance and Content Management
- Other duties as assigned

Other Conditions of Employment

- Must be currently enrolled and in good standing in a graduate program at the University of Northern Colorado.
- Must maintain FERPA rights and confidentiality of students.
- GPA of 3.0 or above
- Enrolled in at least three credits

DUTIES & RESPONSIBILITIES

- Assist staff in the area of Office of Research and Sponsored Programs
- Assist in ORSP website development and management
- Coordinate with Central Marketing/Communications on new and essential updates
- Assist in planning ORSP events on campus
- Draft and send e-mails through SLATE for ORSP faculty/staff
- Edit photos/videos from events
- Coordinate and manage UG-Grad research mentorship program with the office of Undergraduate Research (OUR)

REQUIREMENTS

1. Education

Completed baccalaureate degree and currently enrolled in a Master's degree- program at UNC.

2. Abilities

- Knowledge of audio and video editing programs
- Excellent oral and written communication skills
- Professionalism
- Engage work as team player
- Willingness to collaborate with others
- Comfortable with change and variability
- Good time management skills; ability to multi-task and meet deadlines
- Self-starter; can work independently
- Is strategic problem solver; sense of inquiry

3. Dispositions

- Good sense of humor
- Excellent work ethic
- Dedicated to the task at hand
- Seeks feedback

LEARNING OUTCOMES - (Educational Component)

The Graduate Assistant will:

1. Understand the role that a Communications Specialist has on campus
2. Learn the essential functions, tasks and expectations of ORSP and why it is important
3. Understand website design and email campaigns
4. Gain better knowledge and understanding of research and funding
5. Engage in a dynamic team
6. Increase graduate and undergraduate research connections on campus

APPLICATION PROCESS

Please submit the following to Drew Galyardt at drew.galyardt.unco.edu:

- A letter of interest (1 page maximum) explaining why you are a good fit for the position
- Curriculum Vita or resume
- Names and contact information for at least three references, one of whom is a UNC faculty member

The deadline for completed applications is **Monday, June 28, 2024.**