



UNIVERSITY OF NORTHERN COLORADO

Stryker Institute for Leadership Development

GA Position for Master's or PhD Level Students

Position Description: Graduate Assistant, Stryker Institute for Leadership Development

Mission of the Stryker Institute for Leadership Development:

The Stryker Institute for Leadership Development is a participation-based scholarship program that serves women from under-represented groups and supports scholars in their identity and leadership development.

The Stryker Institute celebrates the unique identity of each woman and the strength of our collective voice in positively impacting our families and communities. The Stryker experience is characterized by self-exploration, self-reflection, and celebration of our intersecting identities, and cultivates the individual and collective success of women through social justice and leadership development.

Job Duties and Responsibilities include (and not limited to):

The Stryker Institute for Leadership Development is looking for a Graduate Student who demonstrates passion and commitment to social justice and leadership and who seeks an opportunity to grow both personally and professionally through the mentorship offered by the Stryker Institute staff in the GA position.

With the support of the Director & Leadership Coordinator, GA will:

- Support the organization and preparation of materials for 4 individual cohort workshop experiences on a weekly basis, social events and other programming.
- Collaborate with all staff (Director, Leadership Coordinator, GAs, Undergraduate Student Coordinators).
- Interact with students to further support the development of their own awareness of their identities and leadership.
- Directly supports and works closely with the all staff (Director, Leadership Coordinator, GAs, Undergraduate Student Coordinators).
- Collaborates closely with student and/or staff Designers to design projects related to workshop, events, and other general marketing.
- Supports marketing efforts on the UNC campus such as social media marketing, tabling, direct referrals.
- Support program recruitment efforts.
- Support assessment and evaluation of programs and services utilizing both qualitative and quantitative research.
- Support participant application processes

- Complete purchases related to programming
- Responsible for administrative tasks related to the Institute including customer service, responding to phone calls and emails, and serving as a referral resource for the UNC community.
- Attend staff and program-related meetings, department training, and Graduate Assistant development trainings.
- Maintain and update online engagement, including social media and academic classroom management systems (ex. Canvas, Qualtrics, etc.).
- Attend workshops (which occur on Friday evenings and some weekends) as available and support the preparation and facilitation of workshops.

Compensation:

- Twelve-month, fiscal year appointment, beginning January 6th 2025; 20 hours per week that include frequent evening hours and weekends.
- Included is tuition remission up to 10 graduate level credits and monthly stipend, learn more at UNC's website: <https://www.unco.edu/graduate-school/funding/assistantships.aspx>

Qualifications:

Required:

- Must be enrolled as a graduate student at the University of Northern Colorado.
- Experience with organizing, planning, and implementing workshops or events.
- Demonstrate excellent verbal and written communication skills, a high level of self-direction, organization, initiative, and reliability.
- Knowledge and awareness around social justice and systems of power and privilege and a desire to engage social justice within this position.
- Maintain a desire to further develop your own identities and understanding of others' identities.

Preferred:

- Previous leadership or other experience working with students who hold underrepresented identities.
- Experience with using Canvas (Learning Management System), Canva design, and Qualtrics.

To Apply:

Please submit the following materials on Handshake to the Stryker Institute:

- ✓ Resume (including 1-3 references)
- ✓ Cover letter that speaks to your interest in the position and how you meet the qualifications (see qualification list)

For more information about this position please email Rowen Thomas, Director for the Stryker Institute at rowen.thomas@unco.edu or call: 970-351-2941.