



UNIVERSITY OF
NORTHERN
COLORADO



Position Title: Veteran Services Graduate Assistant

Reporting Supervisor: Veteran Services Director – LaChaune DuHart-Wood

Start Date: August 10, 2024

Priority Deadline: July 22, 2024

Program/Department: Veteran Services under the Division of Diversity, Equity, and Inclusion (DDEI)

Compensation: This position is a full-time 9-month graduate assistantship and will be compensated per the University guidelines for graduate assistantships.

General Responsibilities:

- Commitment of 18 hours working per week.
- Creating and maintaining the undergraduate employee schedule.
- Assist with evaluating employees throughout and at the end of each academic semester.
- Conduct one-on-one meetings with individual student employees.
- Work with undergraduate employees to implement events and programming.
- Complete administrative tasks in a thorough, accurate, and timely manner.
- Attend and participate in staff meetings and one-on-one supervisory meetings.
- Assist in creating an inclusive work environment.
- Project a positive attitude toward the position, department, and institution.
- Veterans Services 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 evaluative skills.
- Plan and implement a 5K race as part of Veterans Week at the University.

Learning Outcomes:

- Demonstrate leadership skills related to supervising and developing students to include facilitating group decision-making, goal setting, managing conflict, and appropriately mentoring students and staff while exhibiting strong active listening skills.
- Identify systematic barriers to equity and equality to advocate for and implement means of addressing these obstacles.
- Model appropriate and effective techniques for supervising students and professional staff.

Qualifications:

- Bachelor's degree and full-time enrollment at the University of Northern Colorado in a graduate program required.
- Minimum 3.0 GPA.
- Must be in good standing with the University and not be on any probationary period through conduct sanctioning.
- Commitment to creating a welcoming, inclusive, and socially just work environment.

Preferred Qualifications:

- Experience working with military-connected individuals or another resource center.

*Position open until filled.

Please submit your resume and cover letter to LaChaune DuHart-Wood (lachaune.duhartwood@unco.edu) and Claire Sharp (claire.sharp@unco.edu). Please contact us for more information or questions.