



UNIVERSITY OF
NORTHERN COLORADO

Housing & Residential Education

Student Leadership Advisor/Graduate Intern

The Office of Housing & Residential Education (HRE) at UNC envisions an intentional and inclusive community focused on healthy relationships and student success. Our central mission is to equip students with the tools to engage in the transformative power of personal relationships and communities. We work with students, families, and our campus community to create a sense of home through intentional programming, one on one interactions, and serving as a connection point for students to campus resources. Through a social justice lens and experiential learning, we empower students to grow, learn, lead, and achieve.

The Student Leadership Advisor provides leadership in the advising of all aspects of the Residence Hall Association (RHA) and the National Residence Hall Association (NRHH) and provides on-going training, challenge, and support to the Housing and Residential Education (HRE) staff in their work with community councils. The advisor is responsible for creating and supporting intentionally structured residence hall leadership development activities including leadership workshops/experiences and a student leadership conference (i.e., leadership kickoff), serving as a connection to the leadership efforts of HRE and coordination of RHA representation at office and university functions. Duties and responsibilities include, but are not limited to:

Student Leadership Advising

- Advise RHA/NRHH and provide ongoing training and support to RHA executive board and each floor/building representative.
- Communicate issues raised by students with supervisor and help facilitate communication of information back to student(s).
- Implement initiatives to recognize student leaders, develop the leadership resource center, and create/oversee leadership publications and marketing tools.
- Participate in IACURH/NACURH advisor meetings.

Leadership Program Development

- Create training workshops for community councils.
- Organize student leadership conference.
- Develop and coordinate leadership workshops/experiences each semester.
- Work with residential education staff (Residential Coordinators, Assistant Residential Coordinators, Resident Assistants, Community Assistants) to provide advising training and to communicate and coordinate RHA/NRHH issues, programs, and leadership

- opportunities in support of the development of successful community councils.
- Serve as student leadership connection to the leadership efforts of Student Activities.
- Seek opportunities to connect Divisional/University of Northern Colorado initiatives (access and involvement of underrepresented students) to leadership development.
- Organize/attend student leadership conferences with University of Northern Colorado delegation at state, regional (IACURH), and NACURH levels.

Summer Duties

- Advise RHA/NRHH within the following areas:
 - President and Social and Traditional Events Coordinator for summer duties including but not limited.
 - Attend NACURH.
 - Manage refrigerator rentals.
- Advise Lead On Coordinators in the development of Lead On Camp including:
 - Registration
 - Purchasing supplies
 - Booking reservations
- Assist with Summer Camps and Conferences.

The Student Leadership Advisor shall also assist the Office of Housing and Residential Education in other ways as requested or assigned.

Additionally, in coordination with their supervisor, the Student Leadership Advisor can explore opportunities to gain professional development experiences within and outside of HRE.

Required Qualifications:

- Bachelor's degree.
- Admitted to University of Northern Colorado graduate program by start date.
- Enrollment in a minimum of six (6) graduate credits per semester during internship and maintain good academic standing.
- Valid driver's license as well as DVS records check with an acceptable rating.
- Be able to work at least 12 hours per week (out of 20), spread across a minimum of four weekdays, during business hours (8:00AM-4:30PM) and be able to work Mondays from 5:00 – 9:00 PM.

Preferred Qualifications:

- Knowledge of student leadership in a residence hall living environment and an awareness of college student issues.
- Strong verbal and written communication skills.
- Administrative skills, including an ability to effectively manage multiple priorities.

- Demonstrated commitment to fostering a diverse working and learning environment.
- Effective self-management, team management, and conflict resolution skills.
- A 2-year commitment to the position is preferred but not required

Compensation:

- A one-bedroom apartment would be provided in on-campus housing. (10 Month August-May) with an optional 12-month contract.
- UNC Student Minimum Wage: \$15/hour

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 for Housing and Residential Education 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 in a clear and effective manner 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, strengths, 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.

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed,

religion, sexual preference or veteran status. For more information or issues of equity or fairness or claims discrimination contact the UNC AA/ EEO/ Title IX Officer at UNC Human Resource Services, Carter Hall 2002, Greeley, CO 80639 or call 970-351- 2718.

Prior to the date of employment, the position requires a criminal background check conducted by the University of Northern Colorado.