

- f* Bachelor's degree and full-time enrollment in a University of Northern Colorado graduate degree program
- f* Knowledge about African/Black/African American, Asian/Latinx, and Caribbean diasporas, cultures, histories, and issues
- f* Demonstrate a professional commitment to diversity, equity, inclusion, and social justice
- f* Demonstrate ability to be attentive and provide detailed descriptions
- f* Ability to work independently, as well as in a team environment
- f* Ability to create and maintain professional, creative, and flexible work environments
- f* Ability to effectively manage multiple, competing priorities
- f* Previous leadership experience

Updated 10.15.20 (UNC). The
& faculty feel connected to UNC and

This is accomplished by the following
Administrative Responsibilities- 35%

- f* Some event planning experience
- f* Experience with or deep knowledge around supervising students and/or student organizations
- f* High degree of organization and strong administrative & communication skills
- f* Experience with Microsoft Office, Outlook, and Qualtrics
- f*