

THE UNIVERSITY OFFICE FOR DIVERSITY & INCLUSION

The University Office for Diversity and Inclusion (D&I) at the University of North Carolina at Chapel Hill is an administrative unit in the Division of Workforce, Strategy, Equity and Engagement.

STUDENT ACCESS AND SUCCESS (SAS)

Student Access and Success (SAS) is a subset of D&I that works to enhance the overall academic experience for students from underrepresented populations. As the first face that many students see prior to enrolling at UNC, SAS is well-positioned to support students through a continuum of success by offering exposure to high impact educational opportunities and the chance to participate in experiential learning exercises.

JOB DESCRIPTION

The Summer Enrichment Programs Graduate Assistant is an important member of the D&I team and is a major contributor to all events related to Student Access and Success. The Graduate Assistant will assist with the coordination and implementation of all D&I's summer enrichment programs, specifically Project Uplift, North Carolina Renaissance (NCR) and Uplift PLUS, and will provide direct oversight for all para professional student staff and participants. Due to SAS' dynamic and student-centric environment, the Graduate Assistant must be well-versed in basic student development theories and practices. The Graduate Assistant must perform in the areas of student development and programming support.

QUALIFICATIONS AND REQUIREMENTS

- An undergraduate degree and enrolled in a masters, professional or doctoral degree program and in good academic standing.
- Valid state driver's license.
- Experience organizing and managing multiple tasks with changing deadlines and priorities.
- Possess the ability to work autonomously as well as part of a team, and maintain a positive attitude.
- Ability to work with students representing a wide variety of backgrounds and interests.
- Understand concepts of diversity and inclusion and how they impact the campus community.
- Must be well versed in basic student development theories and practices.
- Demonstrated skill in exceptional communication with on- and off-campus constituencies.
- Demonstrated personal qualities: sound decision-making, creativity, organization, time management, diplomacy and integrity.
- Ability to effectively mitigate risk and respond appropriately in emergency and/or crisis situations.

RESPONSIBILITIES

Program Development & Implementation

- Assist in the implementation and coordination of SAS' summer enrichment experiences, Project Uplift, Uplift PLUS and North Carolina Renaissance (NCR).
- Serve as the Uplift PLUS Coordinator including supervising all participants and staff's day to day activity to ensure proper execution and a safe environment.
- Create and administer a positive, inclusive and constructive living-learning experience for participants.
- Design and facilitate interdisciplinary, experiential learning sessions for Project Uplift, NCR and Uplift PLUS participants and monitor and observe class visits and information sessions.
- Collaborate and coordinate with vendors and on-campus partners.
- Assist with day-to-day office functions and other duties as assigned.

Supervision & Management:

- Live onsite and provide direct oversight to Project Uplift, NCR and Uplift PLUS para professional staff and participants, including overnight supervision.
- Responsible for the general well-being of all participants and enforcing all rules, regulations and expectations.
- Supervise para professional student administrative staff members and counselors and ensure compliance with all policies and procedures.
- Provide leadership during crises in the residence hall and in the greater campus community and provide student staff with thorough risk management and emergency response training.
- Appropriately address any conduct or behavioral issues with para professional staff, counselors and participants and serve as mediator/facilitator when necessary to provide resolution for interpersonal conflicts.
- Support, plan and attend weekly staff meetings and trainings.

DATES OF EMPLOYMENT AND COMPENSATION

- The contractual period runs from May 4, 2020 – July 27, 2020.
- Compensation will be at the rate of \$4,800 for the summer.
- This position is subject to a pre-employment background check.

TO APPLY

Please submit a resume/CV, cover letter and list of three (3) references. Applications will only be accepted via email at project_uplift@unc.edu. **Priority Deadline is January 15, 2020.** This position will remain open until filled.

PROGRAM DESCRIPTIONS

Project Uplift

Project Uplift is a summer enrichment and college access program designed to promote and increase access to higher education for all outstanding students, especially those underrepresented in post-secondary education. Every year, during May and June, approximately 1,000 rising high school seniors participate in one of four separate Project Uplift sessions. During this two-day experience, Project Uplift participants live on Carolina's campus, interacting with faculty, staff and current students, participating in educational, cultural and social activities. Project Uplift Scholars have the opportunity to immerse themselves in college life and experience the academic rigor and social climate of a four-year institution.

The dates for Project Uplift are: **May 21-23, May 28-30, June 4-6, June 11-13.** ASAP and has approximately 250-300 participants each session.

Uplift PLUS

Uplift PLUS is an intensive, 5-week summer academic enrichment and college readiness program for Project Uplift participants. **This program is only for NC residents.** During the program, participants live on campus, attend SAT/ACT coaching sessions and take English 100 (3 credits). Participants also engage in college application prep, research, leadership development, as well as a wide variety of experiential learning opportunities. Students **must** attend [Project Uplift](#) to participate in Uplift PLUS.

The dates for Uplift PLUS are **June 21, 2020 – July 24, 2020** and has approximately 30-36 participants.



WORKFORCE
STRATEGY, EQUITY AND
ENGAGEMENT

Diversity and
Inclusion

Summer Enrichment Programs Graduate Assistant Job Description

NC Renaissance

North Carolina Renaissance (NCR) is a pre-college summer enrichment program that enables high-achieving rising juniors from rural communities in North Carolina to experience college life on Carolina's historic campus. NCR is a four-day program that will inspire students to pursue their educational aspirations while developing unique leadership skills. Rural counties are designated Tier 1 or Tier 2 by the [NC Department of Commerce](#).

The dates for NC Renaissance are **July 8 – July 11, 2020** and has approximately 40- 45 participants.



WORKFORCE
STRATEGY, EQUITY AND
ENGAGEMENT

Diversity and
Inclusion

Summer Enrichment Programs Graduate Assistant Job Description