

- f Bachelor's degree and fullime enrollment in a University of Northern Colorado graduate degree program
- f Knowledge about African/Black/African American, Aftatinx, 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

Updated10.15o (UNC). The & faculty feel connected to UNC and

This is accomplished by the following ninistrative 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