

Department of Intercultural Affairs
Office of Multicultural Services and Programs and the African American Cultural Center

Position Title: Graduate Assistantship (Asian American Student Association, Hispanic Student Association, Indian Cultural Exchange)

Position Description:

The Graduate Assistant in the Office of Multicultural Services & Programs and the African American Cultural Center will work with committed staff and students who value diversity, equity and a positive campus climate. The close working relationships between and among students, faculty, professional staff, and administrators promote an environment in which students are mentored, challenged, and offered a broad spectrum of experiences to challenge themselves to become outstanding professionals they seek to become.

MSP and the AACC's central focus is to work with all sectors of the institution to enhance racial and cultural diversity and to create a campus environment that fosters both academic excellence and appreciation of interculturalism. The individual who accepts this position must be very personable and willing to work weekend and evening hours to support diversity-based elements of the department, division, and university wide mission.

The position reports to the Assistant Director(s) and will be responsible for assisting with a variety of programs and serve as advisor to the Asian American Student Association (AASA), Hispanic Student Association (HSA), and the Indian Cultural Exchange (ICE). The work schedule will be flexible to meet the graduate assistant and MSP-AACC needs and will be required to work a minimum of 13 hours per week.

Duties and Responsibilities:

Advising

- To assist in providing direct advisement to the Asian American Student Association, Hispanic Student Association, and the Indian Cultural Exchange by attending the organizations' meetings and functions
- Assist with counseling and referring students to university resources relative to their concerns or needs
- Assist with conflict resolution when needed

Program Development/Planning

- Assist when needed with all facets of outreach and programming for Multicultural Services and Programs and the African American Cultural Center
- Assist office staff with planning major programs such as the Rite of Sankofa, Heritage History Month Celebrations, Leadership Retreats, etc.
- Seek campus-wide support for student groups/departments to aid in promoting programs to the university community
- Maintain all necessary paperwork to assess programs (i.e. program and student evaluations).
- Assist with membership recruitment and retention for student organizations.
- Provide assistance in fund raising
- Assist students in developing a calendar of events, timelines, and budgets for each semester
- Serve on the professional staff/student committees

Training & Workshops

- Assist with the training and coordination of the three student organizations
- Assist AASA, HSA, and ICE with their annual retreat, monthly meetings and small programming events
- Assist with providing training at the fall and spring student leadership retreats
- Assist students and the office with program evaluations
- Represent the office at Orientation or other departmental/university programs.

Presentations

- Assist treasurers with budget and their presentation to the Allocation Committee.
- Assist the treasurers with budgeting and with their presentation to the All Campus Allocation Board

Research

- Assist with identifying and providing research for student productions
- Assist in the development and maintenance of various databases.
- Assist with the identification of needs relative to the Asian American, Indian, and Latino student population on campus
- Research development opportunities for student leaders

Marketing

- Provide students with insight for meaningful marketing/advertisement for all events by assisting with promoting and marketing
- Assist marketing chairperson(s) with developing a marketing plan

Collaboration

- Ability to work as an effective team player
- Maintain positive and effective relationships amongst student organizations in MSP and the AACC and those outside of the office
- Attend staff meetings and participate fully in division-wide meetings, etc. (upon availability)

Organizational Skills

- Assist the three organizations with developing organizational goals and objectives
- Assist students in developing a calendar of events, timelines, and budgets for each semester
- Meet weekly/bimonthly with the executive committee members and/or individual board members to ensure the organization business is handled properly

Other duties as assigned**Desired Skills:**

- Good computers skills
- Effective oral and written communications
- Strong interpersonal skills
- Good creative thinking skills
- Must be able to handle multiple tasks and possess strong organization skills
- Appreciation for diversity issues and the philosophy of Interculturalism

How will a Graduate Assistant benefit from Assistantship?

- Development of administrative skills that are transferable in the classroom and on the job
- Work with faculty to develop collaborative programming efforts
- Provision of direct contact with diverse people resulting in the ability to obtain a greater understanding of diversity and the African American culture
- Opportunity to attend meetings with college administrative professionals and provide a student's viewpoint
- Ability to assist the department in improving the campus climate
- Enhancement of presentation skills
- Leadership development available through developing presentations and programs
- Opportunities for program planning and implementation
- Enhancement of problem-solving skills and critical thinking
- Development of an appreciation for university-wide administrative processes
- Ability to make contact with persons external to the university and enhancement of employment opportunities