Graduate Assistant Job Description
Multicultural Affairs Graduate Assistant

Department: Office of Diversity & Multicultural Affairs
Supervisor Name: TBA
Assistantship Information: Number of GA positions the Office of Diversity & Multicultural Affairs will have in fall 2014: 1

Summary Job Function:
The Graduate Assistant in the Office of Diversity & Multicultural Affairs will assist in the development and coordination of multicultural and diversity programs and services for the university community in conjunction with the rest of the office staff. Will promote multicultural education and programming for students, faculty and staff with information on and referral to campus and community resources.

Student learning/educational activities performed by the Graduate Assistant: (Please check all that applies and provide detail if needed.)
X Advising Students
X Planning programs
X Instruction
X Mentoring
__ Planning student trips
X Co-Advising student organizations
__ Responding to student conduct situations
__ Teaching or instructing courses
__ Other (CollegiateLink management for Student Involvement)

Learning Outcomes:
• Gain an understanding of planning and developing effective programs regarding current trends of diversity and multiculturalism.
• Gain experience in advising students regarding their student organization and activities while promoting student learning; specifically multicultural- and spiritual-based groups.
• Learn program management, program planning, and program assessment skills for working with culturally based organizations and populations.
• Develop advising skills and facilitation and training skills.
• Develop an understanding of the Office of Diversity & Multicultural Affairs and its programs and become familiar with University policy and procedure.

Duties and Responsibilities:
• Assist in the planning and development of programs for the office surrounding the topics of multiculturalism and diversity.
• Work as a liaison for student organizations to encourage attendance at cultural activities and programs on campus while serving as a referral and resource to student organizations and campus groups regarding issues of multiculturalism.
• Assist in the development of procedures to initiate and maintain contacts with ethnic minority students.
• Advise students on issues and concerns relating to personal and education needs.
Facilitates communication within the multicultural student communities at FAU on issues of common concern and represent these various points of view to the staff.

Offers support services and facilitate collective efforts and co-sponsorship of programs and services within the FAU community. Works with other FAU offices and student organizations to support their services and facilitate collaboration on education and community building efforts and programs.

Assist in campus related programs as requested.

Provides support to the office procedures and operations along with professional staff along with other duties as assigned by the Director of the Office of Diversity and Multicultural Affairs.

Qualifications for the position:

- Acceptance into the Florida Atlantic University Educational Leadership Master’s/Doctoral Program.
- Willingness to support diversity and multicultural issues, especially those related to higher education.
- Demonstrated ability to work effectively with a variety of constituencies and publics, individually and in groups.
- Ability to organize and work independently on assigned tasks.
- Availability and willingness to attend student group meetings.
- Previous experience in event planning and multicultural issues.
- Willingness to take instruction/guidance from supervisor.

Additional Information:

- The Graduate Assistantship is a 20 hour per week position. This position will receive compensation of $11 per hour.
- The Graduate Assistantship is a one, academic-year position (fall and spring semester). Graduate Assistants are eligible to reapply to this position.
- Employment will only be granted upon acceptance to the Florida Atlantic University Educational Leadership Master’s/Doctoral Program.
- Anticipated start date: August 2014 (may begin earlier), position end date: May 2014
- An 80% tuition waiver is provided with this assistantship

Questions? TBA, Director, Office of Diversity & Multicultural Affairs, multiculturalaffairs@fau.edu.