Graduate Assistant Position Description
25% for Fall 2015

Position Title: Graduate Assistant for the Center for Inclusive Excellence

Description: Using the theoretical framework of Inclusive Excellence, the graduate assistant will work with the Center to address multicultural programs and services with a particular focus on Teaching and Learning, Campus Outreach, Student Support and Community Relations. In addition, the GA will assist with the coordination of all multicultural efforts on campus by working with the coordinators of the Black Resource Center, Hispanic Resource Center, Women’s Resource Center, and the LGBTQ Resource Center.

Responsibilities: It is strongly preferred that the selected candidate has an in-depth understanding of Black student achievement in higher education. The successful candidate will have good organizational, oral communication and written communication skills; can work independently; is computer literate and has the basic knowledge to maintain the BRC website; and assist Black students, faculty, and staff in fostering a strong sense of self and community:

- Experience in event planning: booking rooms, conducting planning meetings, promoting events, designing flyers
- The ability to work on multiple projects
- Deliver presentations and conduct workshops
- Display strong mentoring skills
- Website development and maintenance
- Plan and lead meetings
- Work with community partners
- Delegate job tasks to undergraduate student-workers
- Gather relevant data about BRC event programming
- Represent department on occasion at University sponsored programs such as orientation, open houses and other special events
- Building important relationships with faculty and staff
- Work closely with various RSOs
- Complete logistics for guest speakers’ contract
- Create and administered BRC program evaluations
- Demonstrate strong interpersonal, organizational, and intercultural communication skills
- Must have the ability to work across all Resource Centers
- Experience working with Black women students
- Understand the current literature and research on Black student academic achievement in Higher Education
- Other duties as assigned
**Qualifications:** Must show evidence of strong mentoring skills of undergraduate students. The selected individual should have direct experience working in academic and social settings with Black students. Applicants should be currently enrolled or be granted admission to SIU graduate program.

**To Apply:** Submit a cover letter, names of 3 references, & resume to j.kaiser@siu.edu.

**Compensation:** $663/month (5 month, 25% time Graduate Assistant Rate) plus 100% tuition waiver for in & out of state residents