

Office of Multicultural Affairs (OMA)

Graduate Assistant for Inclusive Educational Initiatives

Overview

The Graduate Assistant (GA) for programming and leadership initiatives within the Office of Multicultural Affairs (OMA) will aid in the creation and execution of an inclusive communication and education model, which includes the development of campus-wide co-curricular experiences, that are informed by collecting data and program assessments. The GA will work closely with students, assist in the facilitation of intercultural learning and engagement opportunities, and coordinate student programming. The graduate assistant is supervised by the Director Inclusive Leadership and Education in the Office of Multicultural Affairs.

Responsibilities

- Primary responsibilities include assisting the Director for **Leadership, Inclusion and Education** in the creation and execution of co-curricular experiences, such as the OMA Retreats, and coordinate the P.E.E.R.S. Mentoring Personal Success Plan Meetings, and Beyond The Classroom Workshops.
- Co-lead Partners in the Classroom Initiative with GA for Leadership Initiatives
- Work closely with student leaders involved with cultural heritage month programming, which includes serving on a team, supporting ongoing programming.
- Coordinate workshops and manage presentations for Partners in the Classroom coordinate workshops and manage Diversity Peer Educators facilitation schedules.
- Co-advise and support the Diversity Peer Education program.
- Support the Intergroup Dialogue, Diversity Peer Educators, program and assist in facilitating diversity education programs and training sessions. Coordinate and implement presentations for Partners in the Classroom workshops.
- Develop co-curricular experiences based on research and program data for the UD student community, which includes direct programming for multicultural students (i.e., African American, Asian American, Latino/Latina/Hispanic, Native American, Pacific Islander, Multiracial). Some evening and weekend events may occur.
- Research current inclusive and diverse models and theories in higher education, which includes a focus on the leadership development of emerging populations of students.
- Create program assessment tools and evaluation forms. Analyze and report the data collected, which includes tabulating responses, summarizing comments from participants, and sharing the results with OMA staff and partners (if applicable).
- Supporting the ongoing leadership development, crisis management and of students,
- Perform other duties as assigned by the Associate Dean/Executive Director of the Office of Multicultural Affairs.
- The GA may also assist other OMA staff members with additional initiatives.

Minimum Qualifications

Education Background: Minimum—Bachelor's degree; *Experience:* Experience facilitating student development programming and/or other initiatives. Strong verbal and written communication skills. Demonstrated experience working with individuals from diverse backgrounds.

Preferred Qualifications

- Experience coordinating diversity programming.
- Knowledge and experience facilitating diversity and inclusion training experiences.
- Ability to build rapport with multicultural students (i.e., African American, Asian American, Latino/Latina/Hispanic, Native American, Pacific Islander, Multiracial), which includes appropriately challenging and supporting students.
- Strong administrative and organizational skills, which includes managing multiple priorities and details for concurrent events.
- Demonstrated ability to develop collaborative partnerships with faculty, staff, and community partners.
- Strong interpersonal skills and presentation skills.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$14,686/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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