

Office of Multicultural Affairs (OMA)

Graduate Assistant for Leadership 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 a student leadership model, which includes the development of co-curricular experiences that are informed by program assessments. The GA will work closely with student organizations, assist in the facilitation of intercultural learning and engagement opportunities, and coordinate student programming. The graduate assistant is supervised by the Associate Director for the Office of Multicultural Affairs.

Responsibilities

- Primary responsibilities include assisting the Associate Director for Leadership Initiatives in the creation and execution of co-curricular experiences, such as OMAzing Days programs. The GA may also assist other OMA staff members with additional initiatives.
- Work closely with student leaders involved with multicultural student organizations, which includes supporting the ongoing leadership development, crisis management and of students, assisting with the maintenance of an online event calendar and student organization-related files, and scheduling use of the student organization office.
- Perform other duties as assigned by the Assistant Dean/Director of the Office of Multicultural Affairs.
- Co-advise and support Kindred Presidents, a council of multicultural student organization leaders.
- Assist in the coordination of campus- and city-wide programming in recognition of the Rev. Dr. Martin Luther King, Jr.
- 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 student leadership models in higher education, which includes a focus on the leadership development of multicultural students.
- Serve as editor and publisher for OMA public communications, OHANA Newsletter and OMA blog
- 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).

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 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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