

Office of Multicultural Affairs

Graduate Assistant for Student Engagement & Mentorship Initiatives

Overview

The Graduate Assistant (GA) for student engagement and mentorship initiatives within the Office of Multicultural Affairs (OMA) will aid in the creation and execution of a student leadership program, which includes the development of co-curricular experiences that are informed by program assessments. The GA will work closely with student groups, 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

Mentorship and Engagement Programs

- Primary responsibilities include assisting the Associate Director for Campus and Community Engagement in the design and execution of co-curricular experiences, such as the Cultural Heritage Month Series, the Program to Engage and Exchange Resources for Students (P.E.E.R.S.) mentor program, and student leadership development. The GA will also assist other OMA staff members with additional initiatives.
- Support the intake of mentorship programs participants including P.E.E.R.S. and the OMA Navigation Program.
- Coordinate and implement presentations for Partners in the Classroom workshops.

Student Support

- Assist in communication to students and student groups, i.e. the Multicultural Programming Council, and the OHANA newsletter.
- Work closely with student leaders involved with multicultural student organizations, which includes supporting their ongoing leadership development, aiding with student crisis management, assisting with the maintenance of an online event calendar and student organization-related files, and promoting and scheduling use of the student organization office.

Evaluation and Assessment

- 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/Latinx, Native American, Pacific Islander, Multiracial). Some evening and weekend events may occur.
- Create program evaluations for student feedback. 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).

Other

- Perform other duties as assigned.

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 (with housing option)
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,715/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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Office of Multicultural Affairs

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