Multicultural Student Center (MSC)
Minority Advisement Program (MAP) Graduate Assistant

The Minority Advisement Program (MAP) is a unique college mentoring/success program for minority incoming students (a.k.a. MAPees) that match freshmen and transfer students with upperclassmen to assist with their acclimation to college life.

The mission of the Minority Advisement Program (MAP) is to enhance the academic success and interpersonal development of minority students by providing academic support and mentorship opportunities that encourage campus and community involvement.

Position Description: The Graduate Assistant for the Minority Advisement Program (MAP) reports to the Minority Advisement Program Coordinator and will serve as an assistant to the coordinator. Responsibilities will include coordinating monthly MAP programming, assisting with academic monitoring and student outreach, assisting with training MAP Sponsors/Mentors as well as assisting with multicultural programming, and other services and activities that are in place to improve the quality of student life for the multicultural populations.

Qualifications:
- Professionalism and attention to detail
- Strong communication skills (written and verbal)
- Strong planning and organizational skills
- Ability to work without constant supervision
- Ability to work with diverse populations
- Academic Requirements:
  - Unconditionally accepted into a Graduate School program
  - Cumulative 3.0 GPA
  - Register for a minimum of nine hours per semester

Preferred Qualifications
- Higher Education, Counseling Education majors preferred.

Expectations
- Able to work 20 hours a week
- Be available for evening and weekend programs and meetings

Duties and Responsibilities include but are not limited to:
- Assist in recruitment, training and evaluation of the Peer mentors (i.e. MAP Sponsors).
- Assist in recruitment and tracking of program participants.
- Assist with the advising and the referral of students to the university resources relative to their concerns, personal problems and/or needs.
- Assist in the planning and coordination of MAP events, including community service projects and programming.
- Assist in the identification of needs relative to underrepresented student populations on campus.
- Maintain the MAP social networks and website.
- Assist in teaching FYE 1220 course.
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- Assist with assessment of the MAP program as well as preparing reports.
- Assist in developing MAP promotional materials, and producing the monthly newsletter.
- Positively represent the MSC to fellow students, faculty, staff, parents, and visitors.
- Possess a high level of responsibility and maintain the departmental standards of professionalism.
- Attend a range of meetings (including weekly MSC staff meeting) to facilitate communication and community building.
- Assist in diversity programming, diversity presentations and outreach.
- Other duties as assigned by the Director or MAP Coordinator.

Knowledge, Skills, and Abilities:
- Energetic and have a passion for assisting students
- Ability to interact with diverse populations
- Demonstrated oral and written communication as well as presentation skills
- Possess strong interpersonal skills and flexibility
- Ability to complete a broad range of projects ad responsibilities independently
- Demonstrated ability in establishing rapport with students, parents, faculty, and staff