Multicultural Student Center (MSC)  
Programming & Outreach Graduate Assistant

The mission of the Multicultural Student Center is to contribute to an inclusive learning environment by supporting the institution's efforts to retain and graduate students prepared for a diverse global society. We provide mentorship opportunities, deliver diversity education and inclusion training, celebrate the cultural diversity of all students, and advocate for underrepresented groups in the Georgia Southern University community guided by the University mission and CAS standards.

Position Description: The Programming & Outreach Graduate Assistant will support the advisement of multicultural student organizations and will coordinate cultural heritage months (specifically Black Heritage Month, Latino Heritage Month, and Asian-Pacific American Heritage, and Women’s History Month), as well as diversity and social justice programming. Reporting to the Director of the Multicultural Student Center, the Graduate Assistant will provide support for the overall mission, vision and initiatives of the office while supporting the effective administration of programs and services. Many of these programs are essential to the success of the office and require the student to work independently.

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
- Ability to meet deadlines and otherwise act responsibility
- 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.
- Candidates with a strong background in planning, organizing, and marketing experience.

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

Duties and Responsibilities include but are not limited to:
The Graduate Assistant works twenty (20) hours per week in the Center. Specific duties and responsibilities may include but are not limited to:

- Plan, implement and evaluate multicultural programs, services and events (cultural, religious, sexual orientation). This may include completely leading a program or initiative
- Assist with constituency-based outreach
Host and facilitate regularly scheduled programs and discussion groups that explore various political and social themes targeted to specific communities.

Possess a high level of responsibility and maintain the departmental standards of professionalism.

Become knowledgeable of campus resources to appropriately refer students to those resources.

Attend a range of meetings (including weekly MSC staff meeting) to facilitate communication and community building.

Establish and maintain connections with academic departments and assist with determining collaborative efforts.

Coordinate marketing of assigned programs and events and implement those strategies through social, print, and online media.

Maintain office social networks.

Research best practices at other universities as it relates to multicultural student affairs and diversity related services.

Positively represent the MSC to fellow students, faculty, staff, parents, and visitors.

Assist with external communication efforts and attend recruitment events with Center staff.

Assist in the identification of needs relative to underrepresented student populations on campus.

Conduct diversity awareness and outreach workshops and presentations.

Coordinate collaborative programming with student organizations and assist with leadership development of multicultural student organizations.

Serve as a liaison to various departments developing collaborative programs and efforts.

Maintain contact with other colleges and universities to keep the office abreast of current trends within multicultural affairs in higher education.

**Other Duties as Assigned (may include but are not limited to):**

- Collaborate and assist staff on special and research projects.
- Assist with external communication efforts and attend recruitment events with the MSC staff (i.e. SOAR, Open House, Dessert Receptions, Orientations, etc.).
- Other duties as assigned by the Director or Assistant Director/MAP Coordinator.

**Knowledge, Skills, and Abilities:**

- Energetic and have a passion for multicultural education and social justice.
- 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 and responsibilities independently.
- Possess cultural awareness and sensitivity.
- Demonstrated ability in establishing rapport with students, parents, faculty, and staff.