




Office of Multicultural Affairs Graduate Assistant




















FUNCTION

-  Serve as a member of the Office Multicultural Affairs (O.M.A.) staff of 2019-2020.
-  Perform the duties required as outlined by the Director and Assistant Director of Multicultural Affairs.
-  Serve as a liaison between the Student Staff and Professional Staff.




ESSENTIAL RESPONSIBILITIES

On average, the GA will work 20 hours a week, being flexible with other staff members' schedules to make sure all hours in the office are covered.

The Graduate Assistant may be responsible for the following:

-  Assisting in the planning and implementation of Office Multicultural Affairs programs.
-  Working with faculty and staff, student ambassadors, Office of Multicultural Affairs organizations, and members of the administration to facilitate the success of all aspects of the Office of Multicultural Affairs.
-  Assisting in the advisement of Lumberjack Cultural Association (LCA), the Office of Multicultural Affairs University sponsored organization.
-  Oversee the Axcel Peer Mentor Program in the fall semester, with assistance from the Director of Multicultural Affairs. Job duties includes supervising two program coordinators, eight peer mentors, and contacting various student services across campus to present at mentor workshops.
-  Attend bi-weekly President's Council Meetings and provide guidance on event management, university policies and procedures and leadership development to endorsed and affiliated Office of Multicultural Affairs organizations.
-  Participating in Multicultural Affairs and Student Affairs committees, trainings, retreats and general campus activities that are supportive of Multicultural Affairs and Student Affairs as needed.
-  Coordinating MLK Day of Service by maintaining communication with Nacogdoches service agencies, students, faculty and staff.
-  Coordinating Diversity Week with Office of Multicultural Affairs and Lumberjack Cultural Association by planning events and contacting various departments and organizations to provide a week of engagement and educational events in the spring.
-  Coordinating at least two office of multicultural affairs events (*does not include MLK Day of Service or Diversity Week*) during the fall and spring semester.
-  Supporting the Office of Multicultural Affairs by being available for frequent evening and weekend programs and meetings.
-  Serving as a representative of SFA in a variety of situations.
-  Maintaining the Student Affairs and the Office of Multicultural Affairs Endorsed Organization google calendar for Office of Multicultural Affairs Programs.
-  Responsible for maintaining Office of Multicultural Affairs website and coordinating marketing efforts.
-  Responsible for developing the Office of Multicultural Affairs monthly online newsletter.
-  Maintaining the Office of Multicultural Affairs community email list to communicate upcoming events for the Office of Multicultural Affairs.
-  Coordinating and implement strategies for campus and community sponsorship strategies.
-  Responsible for collecting staff and program assessment data.
-  Responsible for some developmental activities at the Office of Multicultural Affairs staff retreat.
-  Perform other duties as deemed necessary by the Assistant Director and Director of the Office of Multicultural Affairs.

COMPENSATION

-  Monthly stipend of \$1,125
-  On-going professional development opportunities
-  Meals and lodging during conference/events

This position reports to the Director of Multicultural Affairs and is also responsible to the Assistant Director of Multicultural Affairs. For more information, contact:

Veronica Beavers Director of Multicultural Affairs


(936) 468-1073


vbeavers@sfasu.edu

Office of Multicultural Affairs Graduate Assistant Mandatory Dates:


(More dates that are specific will be given at acceptance meeting):

 **Acceptance Meeting-** Specific time to be determined upon hiring

 **Fall Staff Retreat** – August 22-23, 2019

 **Office of Multicultural Affairs Events**

- O.M.A. Yard Party- August 28, 2019
- The Get Down Social/AXcel Peer Mentor Kick-Off- September 4, 2019
- Noche De Gala- September 19, 2019
- Something to Chew On- September 25, 2019
- Brave Space- October 1, 2019
- National Coming Out Day- October 11, 2019
- Homecoming Step Show- October 24, 2019
- Tunnel of Oppression - November 4 - 5, 2019
- Native American Heritage Month Celebration- November 13, 2019
- Brave Space- November 14, 2019
- Kente Cloth Ceremony-November 20, 2019
- MLK Day of Service- January 20, 2020
- Diversity Conference- February 7, 2020
- Brave Space- February 12, 2020
- MLK Celebration- February 20, 2020
- Something to Chew On- March 4, 2020
- Women's Empowerment Summit- March 20, 2020
- Diversity Week- March 30, 2020- April 3, 2020
 - The Monologues- March 31, 2020
 - Diversity Week Event- April 2, 2020
- Brave Space- April 16, 2020
- Asian American Heritage Month Celebration- April 21, 2020
- Spring Kente Cloth Ceremony- April 23, 2020

 **ALL staff meetings** (dates are set at Fall Staff Retreat)

Please note this is a tentative schedule. One-year standards will be signed during the first 30 days of appointment to position.

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