Office of Multicultural Affairs Graduate Assistant

FUNCTION
- 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 all 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.
- Supporting the Office of Multicultural Affairs with the advisement of endorsed and affiliated student organizations and cultural heritage months by hosting biweekly President’s Council Meetings, providing guidance on event management, university policies and procedures and leadership development.
- Hosting and facilitating regularly scheduled discussion groups during Brave Space Series that explore various political and social themes targeted to specific communities- for instance racial/ethnic communities, LGBTQ populations, Asian Culture, Native American Culture, etc. The GA will be responsible for assisting with constituency-based outreach.
- Supporting in office projects, such as conducting research and maintaining contact with other colleges and universities to keep the office abreast of current trends within multicultural affairs in higher education.
- 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 April.
- Coordinating at least two office of multicultural affairs events (does not include MLK Day of Service, Brave Space 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, social media pages and coordinating marketing efforts.
- Responsible for developing the Office of Multicultural Affairs monthly online newsletter.
- Maintaining the Office of Multicultural Affairs listserv to communicate upcoming events for the Office of Multicultural Affairs.
- Coordinating and implement strategies for campus and community sponsorship strategies.
- Developing and implementing marketing strategies for all Office of Multicultural Affairs programs and events.
- Responsible for collecting staff and program assessment data.
- Responsible for some developmental activities at the Office of Multicultural Affairs staff retreat.
- Runs extended diversity trainings for Student Ambassadors and Office of Multicultural Affairs organizations- creates schedule of trainings, and submits agendas to Pro staff for revision before training.
- Perform other duties as deemed necessary by the Assistant Director and Director of the Office of Multicultural Affairs.

COMPENSATION
- Monthly stipend of $1,100
- 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 24, 2018 (Tentatively, final date will be given at end of spring semester)
- Student Leader Reception - Dates TBA
- Office of Multicultural Affairs Events - Dates will be finalized upon hiring
  - Office of Multicultural Affairs Yard Party - August 29, 2018
  - Office of Multicultural Affairs Game Night - TBA
  - Noche De Gala - September 20, 2018
  - Brave Space - October 2, 2018
  - Poverty Simulation - October 5, 2018
  - Homecoming Step Show - October 25, 2018
  - American Indian and Alaska Native Heritage Month Celebration - TBA
  - Tunnel of Oppression - November 5, 2018 - November 7, 2018
  - Brave Space - November 15, 2018
  - Kente Cloth Ceremony - November 29, 2018
  - MLK Day of Service - January 14, 2019
  - Step Afrika! - January 25, 2019
  - Diversity Conference - February 8, 2019
  - MLK Celebration - February 19, 2019
  - Brave Space - February (specific date TBA)
  - Women’s Empowerment Summit - March 8, 2019
  - Vagina Monologues - March 26, 2019
  - Diversity Week - April 1, 2019 - April 5, 2019
    - Diversity Week Kickoff - April 1, 2019
    - Peace Meal - April 2, 2019
    - Know Your History Panel - April 3, 2019
    - Diversity Week Event - April 4, 2019
  - Brave Space - April (specific date TBA)
  - Spring Kente Cloth Ceremony - April 23, 2019
- ALL staff meetings (dates are set at Fall Staff Retreat)
- Showcase Saturdays

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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