

**African-American Male Initiative (AAMI) Program**  
Graduate Assistant Position Description

**Summary of Position:** The graduate assistant for the African American Male Initiative Program will play an integral role in assisting the AAMI team with the planning and implementation of all student advising and programming. The AAMI graduate assistant reports to the AAMI Coordinator.

**Position Duties:**

- Plan and coordinate activities for students involved in AAMI initiatives, such as the AAMI Learning Community (AAMI-LC), Black Men Encouraging Success Today (BEST), and other groups affiliated with the Center for Diversity & Inclusion
- Co-supervise AAMI Peer Mentors and Tutors
- Administrative duties such as answering phones/making calls; sending email and other written correspondence on behalf of AAMI program; social media updates; visiting residence halls, etc.
- Required to attend scheduled evening programs on at least a semi-regular basis
- Other duties as assigned to reach the goals and initiatives of the CDI, AAMI and the University

**Desired Skills and Qualifications:**

- Excellent verbal/written communication skills
- Reliable and self-motivated, willing and capable to perform duties with little supervision
- Ability to multi-task and prioritize tasks, so as to meet all deadlines
- Experience interacting with college-age Black men.
- An appreciation for diversity and some experience working with diverse populations