

African-American Male Initiative (AAMI)

Graduate Assistant Position Description

Summary of Position: The African-American Male Initiative (AAMI) is an academic support program for African-American male students. The mission of AAMI is to increase retention, progression, and graduate rates for these students. AAMI promotes academic, vocational, and personal/social success of students primarily through its first-year programs. The graduate assistant for African American Male Initiative (AAMI) plays an integral role by assisting the AAMI program coordinator with managing, planning and implementing program initiatives. The AAMI program coordinator supervises this position.

Position Duties:

- Research strategies that increase effectiveness of retention programs for African-American males
- Plan and coordinate activities for students participating in the AAMI First-Year Program (AAMI-FYP).
- Assist with one-on-one consultations with AAMI-FYP participants at least twice each semester.
- Co-supervise and assist in performance evaluations for AAMI peer mentors and tutors.
- Assist with AAMI Peer Mentor Training.
- Provide clerical support by answering phones/making calls; sending email and other written correspondence on behalf of AAMI; social media updates.
- Assist AAMI Coordinator in coordinating and planning volunteer/service learning opportunities and educational/social programming for students.
- Attend scheduled evening programs, such as AAMI study hall, AAMI Lecture Series, and CDI events.
- Assist as needed with CDI activities, including *The Journey* newsletter, presentations, and programming events.

Desired Skills and Qualifications:

- Desire to learn and contribute to CDI mission and goals.
- Professional attitude and pleasant demeanor
- Proficiency with Microsoft Office software, Word, Excel, PowerPoint, Publisher
- Knowledge and use of social media (Facebook, Twitter, etc.)
- Ability to meet and collaborate with on- and off-campus partners; conducting outreach
- Reliable, dependable, and self-motivated with ability to work with little supervision
- Excellent verbal/written communication skills, including strong presentation skills
- Excellent time management and organization skills; ability to multi-task and prioritize assignments
- Provide excellent customer service and show strong attention to detail
- Ability to forecast and contemplate next steps/processes
- Have an appreciation for diversity and experience working with diverse groups