

Center for Diversity and Inclusion Graduate Assistant Position Description

Summary of Position: The primary responsibility of the Graduate Assistant for the Center for Diversity and Inclusion (CDI) is to assist in the planning, implementation, and assessment of CDI events and programming (i.e. paraphernalia development, logistics, etc.) with the CDI Program Coordinator. Since the GA will be a student from the Master's in College Student Affairs program, this opportunity will allow them to utilize the theories learned, develop analytical thinking skills, and cultivate management proficiencies.

Position Duties and Expectations:

- Attend weekly meetings with immediate supervisor and CDI Program Coordinator to review preparation for upcoming programs; attend one (1) CDI staff meeting per month
- Maintain the CDI office recognizing and creating awareness of corresponding cultural months and upcoming events
- Assist in publicizing events through social media (i.e. CDI Facebook page, twitter, text, Instagram, YouTube, etc.), photography and recording. Maintain and update social media (Facebook-recent event photos, etc.) on a regular basis; at least weekly
- Maintain updated assessments of events and programs through surveys collected; enter data using Survey Monkey
- Maintain regular contact with UWG student organizations connected to the CDI office and volunteer recruitment for events
- Recruit and organize volunteers for identified CDI events and programs (Oxfam, Mix it up, Multicultural Festival, etc. (i.e. Meet with volunteers in advance and have detailed information regarding their specific task/role for the event)
- Assist in supervising undergraduate student assistants in the CDI office
- Interview, write, and compose articles for *The Journey* newsletter for the CDI per academic calendar year (Interviews take place in the fall during the months of September & October; completed articles are due in November)
- Develop and plan two (2) Controversies of Culture Series programs during the academic calendar year (spring semester – January and February)
- Assist in general office operations when necessary
- Attend professional networking opportunities when applicable
- Adhere to the rules and regulations of the Graduate Assistant policy/manual for the University of West Georgia
- Report directly to the Director, CDI

Please note: Due to the nature of our office, work hours may vary due to some evening programming, meetings, classes and events (see schedule of events/programs).

Skills and knowledge that a GA will gain from the assistantship in CDI office include:

- Increased ability to work cooperatively and effectively with others
- Collaborative skills in consulting with students, student organizations, UWG departments, faculty and staff, and community supporters.
- Preparation and development of cultural and diverse topics for students
- Enhance research skills and acquire experience in leadership, interpersonal effectiveness and administrative experience;
- Manifest well developed interpersonal relations and communication skills
- Management and critical thinking skills relating to advising and development of volunteers
- Advise/support student identified organizations (culturally and socially)