Graduate Assistant Position 2014-2015

Office of Multicultural Affairs

The mission of the Office of Multicultural Affairs (OMA) is to promote a healthy, responsive, and inclusive environment by providing experiences that help members of the Rollins community live, learn, teach and work together effectively across and amid differences.

DUTIES:

The Graduate Assistant works with the director and professional staff to create an inclusive and welcoming campus climate through programs that:

- Increase awareness of diversity and multicultural issues
- Improve student interactions
- Foster belonging and connectedness
- Provide campus leadership opportunities

The Graduate Assistant will have opportunities to develop knowledge, skills and tools in the following areas:

- Student Development (especially psychosocial and cognitive)
- Cultural Competence
- Diversity Issues (such as including race, gender expression, sexual identity, religion and spirituality)
- Need Assessment and Advocacy (for traditionally marginalized student populations)
- Program Development

GENERAL EXPECTATIONS:

All OMA employees are expected to adhere to Rollins College Service Excellence standards, as well as OMA departmental standards for Accountability and Responsibility, Interdependence and Teamwork, and Customer Service.

Specific responsibilities include:

- Solicit input campus from campus constituents to ensure appropriate content for programs.
- Collaborate with department staff and other constituents as appropriate on each event, and attend planning meetings.
- Coordinate and advise undergraduate staff and volunteers.
- Maintain liaison relationships with campus departments and community partners.
- Assist with marketing for programs and activities in collaboration with student program coordinators and professional staff.
• Handle logistical arrangements for programs including facility scheduling and set up, catering, and tech services.
• Perform general office tasks such as answering phones and assisting visitors as needed.
• Answer inquiries or refer them to the appropriate person or office.
• Participate in departmental meetings.
• Projects and other duties as assigned.

All departmentally funded GAs are expected to attend and assist with the following events during the year unless there is a courses conflict: “New Student Orientation” the last week in August and the two “Information Sessions” for prospective students during October and January.

SUPERVISOR:
This Graduate Assistant will report to the Director of Multicultural Affairs.

HOURS:
The GA is responsible for dedicating 15 hours per week for the 14 weeks during the fall semester and spring semester. The scheduled work hours will be arranged each semester in agreement with the supervisor(s) of this position.

COMPENSATION:
Graduate Assistant Positions will be compensated by tuition remission for up to six graduate credits per semester for Fall 2014 and Spring 2015 terms. The compensation will be treated as taxable income and taxes will be due on the tuition equivalent.

APPLICATION DEADLINE for this position is April 15th

Submit a letter of application and a current resume via email attachment to knorsworthy@rollins.edu.

The letter should:
1) Be addressed to: Graduate Assistant Selection Committee, c/o Kathryn Norsworthy
2) Identify the specific position for which you are applying
3) Describe your qualifications for the position, and
4) Describe your special interest in the position.

Applications will be reviewed by Department faculty and the supervisors for the GA position. Applicants will be expected to interview with supervisors for the position. Final selection will be made by mutual consent of the faculty, GA supervisors, and candidate. In the absence of well-qualified applicants, a position may remain open until filled.

Note: Students hired as graduate assistants (regardless of campus department) are not eligible to receive additional scholarships from the Counseling Department.