Graduate Assistant Position 2015-2016

Center for Inclusion and Campus Involvement - Diversity and Inclusion Initiatives

Eligibility: Second-year or part-time third-year student in the Graduate Studies in Counseling program.

The Center for Inclusion & Campus Involvement strives to uphold the Rollins College and Division of Student Affairs mission of educating students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers.

We create and foster learning environments for students to gain awareness of self and others, discover leadership as an action and value the responsibility to contribute positively to the campus and greater community.

Vision & Values
We aspire to be a community that values:

- **Inclusion** – We embrace all that you bring, all that you are, and all that you will become. We are made better by your diverse perspectives that make up our community.
- **Courageous Leadership** – we are committed to the origin of courage; “to speak one’s mind by telling all of one’s heart.” Your leadership is defined by your actions, not by your position.
- **Authenticity** – We celebrate your individual true self and the transformative experiences that impact your identity.
- **Social Change** – we admire and encourage your contributions to create a more socially just community through your collective and individual actions.

DUTIES:

The Graduate Assistant works with the 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 and Inclusion Initiatives (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 CICI employees are expected to adhere to Rollins College Service Excellence standards, as well as CICI departmental standards for Accountability and Responsibility, Interdependence and Teamwork, and Customer Service.

Specific responsibilities include:
• Coordinate the Safe Zone program, including scheduling trainings, communicating with facilitators, and promoting sessions to the campus community.
• Assist with planning Martin Luther King, Jr. Celebration Week.
• 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, MLK Celebration Week, FSL Recruitment, Social Justice Leadership Retreats, Fox Day, and the Student Leadership Awards Banquet.

SUPERVISOR:
This Graduate Assistant will report to the Assistant Director for Diversity & Inclusion Initiatives within the Center for Inclusion and Campus Involvement.

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 a tuition stipend equivalent to the cost of two courses ($3,546) for both the Fall 2015 and Spring 2016 semesters. The compensation will be treated as taxable income and taxes will be due. The stipend will be delivered to the Bursar’s Office during the first month of the semester so that you may sign it over to satisfy your student account. If your account is paid in full, the Bursar’s Office will release your check to you.

Application Deadline: April 15, 2015
Submit a **letter of application** and a **current resume** via email attachment to **knorworthy@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.*