

Graduate Coordinator for Special Programs Position Description: 2017-2018

Description: This is a half-time (20 hours per week) Graduate Assistant position that is vital to the diversity initiatives and retention efforts of the Office of Multicultural Affairs. The person in this position will coordinate Latino and Black Heritage Month events, Town & Gown cultural arts programs, assist in planning and implementation of the Evening of Champions, Black & Latino Graduations, Welcome Week Talent Showcase, and other special programs, serve as a mentor for historically underrepresented students participating in the Falcon Success Initiative program, and support retention initiatives for the office. Field based learning will be derived from interactions with students, professionals, faculty/staff, community members and alumni, data collection and organization potentially through training and supervising less experienced personnel. Master's level students from ACS, CSP and HESA are preferred, however all majors will be considered with relevant experience.

Other desired transferable skills are:

- Strong oral and written communication skills
- Program coordination, management and supervision skills
- Student advising experience and ability to work with diverse populations
- Ability to work independently and collaboratively on teams and with supervisor
- Data management and assessment skills or a strong desire to learn and provide support in this area
- Adapts to changes and additional training quickly

A brief summary of overall duties are:

- Coordinate the Welcome Week Talent Showcase
- Serve on the planning committee for the Black and Latino Issues Conferences
- Serve as a mentor for students participating in the Falcon Success Initiative program
- Assist the Black Student Union, Latino Student Union, NPHC and other student organizations in the coordination of the annual Black Graduation and Latino Graduation
- Meet regularly with diverse student populations and provide support and guidance for students and assigned multicultural student organizations
- Attend staff meetings and hold regular office hours as arranged with supervisor and Director
- Assist with coordinating, planning, and implementing diversity education initiatives for the department as needed

Duties may change to fit the needs of the department.

For more information, contact Ms. Sheila Brown, Interim Director at (419) 372-6858