

Graduate Assistantship
University of Central Missouri
Center for Multiculturalism & Inclusivity
Job Description

The Center for Multiculturalism & Inclusivity Mission Statement

Create a campus atmosphere where people of all backgrounds, identities and perspectives feel welcome, secure and included.

Supervision

This graduate assistant position(s) reports to the Director of the Center.

Job Responsibilities

The Graduate Assistant (GA) will work directly with the Center for Multiculturalism and Inclusivity under the Office of Student Experience and Engagement to facilitate communication with UCM's underrepresented student populations. The GA will also serve as an educator, mentor and advocate for these students, assist with campus-wide education initiatives and may be asked to serve on various university committees. The primary function of the GA will be to serve as a liaison between the underrepresented students and student groups and the UCM administration. This role is essential in supporting UCM's diverse and welcoming community while supporting the campus' value of offering students a worldly perspective. Additionally the GA will be a primary point of contact for students who may be experiencing issues with roommates and other students, feelings of discrimination, as well as incidents of perceived intolerance by UCM faculty or staff. This GA position will enhance enrollment, retention and graduation of students.

Realizing the importance of an inclusive campus, the Graduate Assistant will work to maintain and increase UCM's inclusiveness through the following duties:

1. Plan, schedule and execute diversity training for UCM faculty, staff and students.
2. Serve as a resource for students with concerns relating to discrimination.
3. Serve on the Unity Week committee.
4. Maintain website content and a contact for students with diversity related issues.
5. Research national resources and programs that could have resources for the university.
6. Participate in SAFE Zone training and assist with training efforts for other offices.
7. Maintain up-to-date certification for Title IX.

Compensation Package

- The compensation for full-time graduate assistants whose assignment involves 20 hours per week is \$4,500 per semester or \$9,000 for two semesters.
- The assistantship also includes a scholarship. For a 20 hour per week assistantship, the scholarship covers up to \$4,860.00 (+\$4,106.75 for non-residents) of graduate coursework per semester.
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The Center for Multiculturalism & Inclusivity Graduate Assistant Expectations

1. Maintain professionalism in office conduct, encompassing attire, conduct, and demeanor.
2. Collaborate effectively within the Center's team, providing support when required.

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The Graduate Assistant (GA) will work directly with the Center for Multiculturalism and Inclusivity under the Office of Student Experience and Engagement. The GA plays a vital role in supporting and enhancing the student organization experience and fostering the growth and development of NPHC chapters. This position offers an excellent opportunity for a graduate student to gain hands-on experience in student affairs, leadership development, and diversity initiatives.

Key Responsibilities:

1. Serve advisor for ABC umbrella student organizations, as a liaison between NPHC chapters and other student organizations, facilitating communication and collaboration.
2. Provide guidance and support to student organization leaders in areas such as event planning, budget management, and organizational development.
3. Assist in the planning and execution of programs and events designed to enhance the student organization experience and promote diversity and inclusion.
4. Coordinate training sessions and workshops for student organization leaders on topics such as leadership development, conflict resolution, and event management.
5. Collaborate with campus partners to support the needs of student organizations under the Center.
6. Perform other duties as assigned by the supervisor to support the overall mission and goals of the department.

This position requires availability to work flexible hours, including evenings and weekends, to support student events and activities.

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