Office of Multicultural Development

G.A. Position: Office of Multicultural Development

Department: Office of Multicultural Development

Supervisor: Corinne Gibson

Job Description:

Provide support for the effective administration of programs and services offered by the Office of Multicultural Development. The graduate assistant will also support student organizations and all major programs offered to the university community while developing an educational portfolio.

Job Functions/Responsibilities:

- Assist in OMD Mentoring Program assignments, routine semester activities, training, and monitoring of mentors
- Assist with the academic support initiative
- Recruit students for the Jump Start Mentor Program
- Assist with the coordination of the SUMA organizations
- Assist with office programs and publications
- Make student referrals to Academic Services, Career Services, Financial Aid, Faculty Advising, and other university services
- Attend OMD programs
- Assist with the marketing of OMD programs and services
- Assist with the Transition Student Development Series
- Assist student organizations with planning and functions
- Other duties as assigned

Desired Qualifications:

- Experience in working with historically underrepresented students and organizations
- Excellent communication skills
- Ability to interact with diverse populations
- Knowledge of computer programs
- Experience with programming

Graduate Student Outcomes:

- Counseling
- Program development
- Coordination of programs
- Research
- Workshop presentations
Appropriate SRU Graduate Majors:

- Counseling
- Education
- Higher Education

Supervisors Expectations:

- 17.5 hours per week, primarily weekdays between 8 am – 4:30 pm, with emphasis on flexibility as per programming needs
- Task oriented
- Excellent interpersonal and organizational skills
- Knowledge, interest, and experience pertaining to underrepresented populations
- Mature and independent

Contact Information:

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