Department: Inclusive Excellence

G.A. Position: Inclusive Excellence

Supervisor: Corinne Gibson

Job Description - Present a one paragraph description of the purpose for this position. Provide support for the effective administration of programs and services offered by the Office for Inclusive Excellence. The graduate assistant will also support student organizations and all major campus wide diversity programs offered to the university community.

Job Functions/Responsibilities - List the duties this graduate assistant will be expected to perform.

- Assist in OIE Mentoring Program assignments, routine semester activities, training, and monitoring of mentors
- Assist with the academic support initiatives
- Recruit students for the Jump Start Mentor Program
- Assist with advising student organizations (BAS, and SUMA)
- Assist students organizations with routine functions, planning and, budgeting
- Assist with the development and implementation of office programs and publications
- Make student referrals to Student Success Coaches, Academic Services, Career Services, Financial Aid, Faculty Advising and other university services
- Attend OIE programs
- Assist with the marketing of OIE programs and services
- Assist with the development and upkeep of various social media platforms
- Drive students to various programs and events
- Other duties as assigned

Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.
- Experience in working with historically underrepresented students and organizations
- Excellent communications skills
- Excellent time management skills
- Ability to interact with diverse populations
- Knowledge of Microsoft Office and a variety of computer programs
- Experience with event programming
- Ability to demonstrate critical thinking and problem solving skills

Graduate Student Outcomes - List the skills/abilities the graduate assistant can expect to learn in this position.
- Active listening
- Assessment plans
- Critical thinking
- Multicultural Competence
- Program development
• Planning
• Research
• Public speaking/presentation

Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.
• Student Affairs in Higher Education & Counseling
• Student Affairs in Higher Education
• Clinical Mental Health Counseling
• Education
• Public Health

Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule. • 17.5 hours per week, primarily weekdays with some weekends. Should have an 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
• Critical thinking skills

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