Office of Multicultural Affairs Graduate Assistant Job Description

Position Title: Graduate Assistantship

Effective start date: August 1, 2020

Reports to: Director of Multicultural Affairs

Position Summary:
The Graduate Assistant for the Office of Multicultural Affairs works with the staff to support the retention and graduation of undergraduate and graduate students of color at Tulane throughout the academic year. This position complements the existing technical, theoretical, and practical skills of the current staff to offer support to students. In addition, the position assists in the coordination of the Center for Intercultural Life campus-wide cultural, diversity, and social justice programs and services for all students seeking to learn about difference. It includes a 10-month appointment. The graduate assistant will work 20 hours per week including some evenings and weekend commitments and receive 10 monthly stipends at $1,250 each to be paid August-May ($12,500)

Minimum Qualifications & Remuneration:
1. Bachelor’s Degree from an accredited College or University in Social Work, Sociology, Psychology, Africana Studies, Latin American Studies, Urban Affairs, Public Administration or Public Policy, Asian Studies, Middle Eastern Studies or a similar program.
2. Enrolled for graduate courses at Tulane University for fall 2020 and spring 2021
3. From August 1 to May 31, graduate assistant will be considered essential personnel and required to help carry-out the university’s emergency and hurricane preparedness plans.

Preferred Qualifications
4. Demonstrated previous student leadership experience
5. Demonstrated commitment to personal and departmental development, professionalism, multicultural education, creativity, collaboration, and initiative
6. Experience presenting and facilitating with small to large groups
7. Ability to serve as a positive role model
8. Organizational ability, punctuality, self-motivation, and initiative
9. Comfortable with discussing and presenting on issues of diversity and social justice

Key Responsibilities and Performance Standards:
General Administration 85%
Assist the staff of the Office of Multicultural Affairs in the coordination of educational, academic, and social programs and events centered on race, gender, and sexual identity. Assist in the coordination and supervision of the Program Coordinator and Ambassador programs. Ensure that information is disseminated in a timely manner.

A. Specific Responsibilities:
Office of Multicultural Affairs
1. Design programming for Kaleidoscope Residential Learning Community
2. Coordinate programming for regularly hosted drop in luncheon for students, and two graduate student receptions
3. Assist the Senior Program Coordinator with the advising student organizations as it relates to leadership development and program planning support
4. Collects information and publishes regular communication via social media platforms and the organization management system WaveSync
5. Provides assessment support for the office
6. Plan and implement annual achievement ceremony
7. Assist with all programming (i.e. Intercultural Orientation, Fall Leadership Retreat, Harvest Festival, Guest Speakers, Multicultural Recruitment Events, Diversity & Inclusion Workshops, Study Groups, Study Breaks, etc.)
8. Support social distancing logistically through staffing the office space through extended hours, and provide additional supervision of spaces to monitor capacity
9. Support student staff development and supervise late night programming hosted by the Office of Multicultural Affairs (no later than 11:00 p.m.)
10. Attend departmental in-services

B. General Divisional Responsibilities

Assists with the coordination of educational, academic, and social programs and events for diverse and underrepresented student communities

1. Support new initiatives and develop innovative co-curricular programs emphasizing collaborative work with other academic and student affairs departments
2. Advocate for student concerns, requests, and issues
3. Explain university policy, rationale, and priorities to students and student staff
4. Participate in staff development opportunities and maintain involvement in national or regional organizations

Performance Standards:
1. Attend all required meetings
2. Represent the university in a professional manner
3. Complete assigned projects in the time allotted
4. Return all phone calls/emails/messages within 24 hours
5. Follow through with all supervisory responsibilities
6. Serve on departmental committees as needed

C. Other duties as assigned:

Perform other duties as required or requested whether or not specifically listed on this job description

Performance Standards:
1. Exhibit a willingness to learn new tasks
2. Seek the assistance of your supervisor prior to beginning an unfamiliar assignment

Application Process

For full consideration, applicants must have the following on file:

- Copy of Fall 2020 class schedule when available
- Resume, cover letter, and list of 3 references to:
  Sienna Abdulahad, Director for the Office of Multicultural Affairs
  sabdulahad@tulane.edu 504-865-5181

Please complete submit materials via email or upload as a google doc and share it with sabdulahad@tulane.edu by 5pm on Friday, June 29, 2020

For more information, please call the Office of Multicultural Affairs at 865-5181.