

*Division of Student Affairs
Multicultural Services and Programs
Graduate Assistant for Multicultural Services and Programs*

The Office of Multicultural Services and Programs

The Office of Multicultural Services and Programs (MSP) supports the University of Georgia's commitment "to foster the understanding of and respect for cultural differences necessary for an enlightened and educated citizenry." MSP strives to maintain a welcoming and inclusive atmosphere that fosters a sense of belonging for the university community.

Position Description

The *Graduate Assistant* (GA) for Multicultural Services and Programs reports to the Director in MSP. The GA will work closely with the Senior Program Coordinators in MSP to advise 3-4 student organizations as assigned by the office based on skills, needs and interests. The organizations housed within MSP are *Asian American Student Association, Black Affairs Council, Black Male Leadership Society, Black Theatrical Ensemble, Hispanic Student Association, InfUSion Magazine, Latinos Invested in the Students of Tomorrow, Muslim Student Association, National Council of Negro Women, Native American Student Association, and Pamoja Dance Company*. The GA is also responsible for coordinating, developing, and implementing a variety of programs and services designed to foster inclusion and a sense of belonging.

Expectations and Conditions of Employment

- Weekly hours: Minimum of 20 hours per week.
- Length of position: Typically, a 10-month appointment.
- Flexibility: Must be available to work evenings and weekends as required.

Key Responsibilities

Advising

- Attend assigned organizations' meetings and functions.
- Meet regularly with executive committee members and/or individual board members to assist with the development of organizational goals, vision, and objectives and to ensure the organization's business is handled properly.
- Assist assigned organizations with their annual retreat, monthly meetings and/or programming events.
- Provide students with insight on meaningful marketing/advertisement for all events through active involvement in the implementation of marketing plans.
- Refer students to university resources relative to individual concerns or needs.
- Assist students in developing a calendar of events, planning timelines, budgets and fundraising strategies for each semester.
- Promote collaboration between MSP student orgs on any events when possible.
- Research needs relative to underserved student populations on campus.
- Mediate conflict resolution as needed.
- Research theoretical best practices for advising multicultural organizations.

Program Development/Planning

- Plan, implement, and assess major MSP programs, including **MSP Fest, MSP Week, Executive Forum, Senior Reception and MSP Awards, Student Leader Retreat, Student Leader Transition Retreat, and the MSP Ambassador Training Program**.
- Assist office staff with outreach, planning, and implementation of major programs such as Heritage History Month Celebrations, Leadership Retreats, The Intersection programs etc.
- Create co-curricular programs as assigned by Professional Staff.
- Maintain all necessary paperwork to assess programs (i.e. program, student organization and office evaluations).

Collaboration

- Build and maintain positive and effective relationships among student organizations in MSP, and units within the Division of Student Affairs.
- Attend staff meetings and participate fully in office programs, division-wide meetings, etc.
- Serve on student/professional committees.

Other duties and projects as assigned

- Undertake additional duties and projects as assigned by the MSP leadership.

Desired Skills

- Understanding of the importance of inclusion and fostering a sense of belonging.
- A passion for working with students from diverse backgrounds and marginalized identities.
- Strong written and oral communication skills.
- Proficiency in computer applications.
- Exceptional organizational skills with the ability to handle multiple tasks effectively.

For more information please visit <http://msp.uga.edu/>