Multicultural Programs

Position: Graduate Assistant for Multicultural Programs

Remuneration: Minimum $9,000 (CSP tuition waiver)

Contact Person: Linda Daniels, Director of Multicultural Programs

Position Description:

The Graduate Assistant will assist the Director and Associate Director in developing and coordinating programs and opportunities that are educational, recreational, social and cultural for African American, Hispanic/Latino, Asian/Pacific Islander and Native American students. Specific responsibilities:

• Assist in the planning and implementation of campus-wide programs: Hispanic Heritage Month, American Indian Heritage Month, Asian/Pacific Islander Heritage Month, Kwanzaa, Black History Month, Sibs Weekend and Unity Fest;

• Co-advice the Black Student Cultural Programming Board (BSCPB); includes attending weekly executive board meetings (Monday @ 6 pm) and all programs, speakers, events unless class conflict.

• Assist in implementing various office programs.

• Assist in developing and implementing new programs to promote cultural awareness outside of the historical commemorations;

• Attend weekly MCP staff meetings and participate in departmental and divisional activities;

• Work with individual students and organizations to assess the programming needs of African American, Asian/Pacific Islander, Hispanic/Latino and Native American students.

• Maintain daily office hours; includes evening hours (5/6 – 9 pm) one day per week.

• Twenty (20) hours per week required; includes office hours one evening per week; some evening and weekend commitments; fulfilling other assigned duties; must be available to participate in staff orientation and training during week prior to opening of fall semester.

How to apply: Please complete the online application at
http://www.ohiouniversityjobs.com/postings/12579

To apply, you will need your resume, cover letter, and a list of professional references. You may apply for up to five graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Jonathan Renard, Graduate Assistant for the Office of the Dean of Students at jr274509@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Ms. Linda Daniels, Director of Multicultural Programs 740-593-4027 or e-mail at DANIELSL@ohio.edu.