POSITION DESCRIPTION

NAME: ______________________________________

TITLE: Graduate Assistant

DEPARTMENT: United Front Multicultural Center    DIVISION: Student Affairs

SUPERVISOR:    Mayté Pérez Franco

ADMINISTRATIVE (exempt)___________    STAFF (non-exempt)X__

APPROVAL DATE: ______________

GENERAL PURPOSE
Graduate Assistant (GA) will assist in the activities and coordination of diversity and inclusion initiatives. This includes providing significant support in the development and implementation of UFMC events and programs. These events and programs will require assistance in training of student staff, budgeting, goal setting, program development, and student advising. The GA will serve as a representative for the UFMC in community relations both on and off campus.

SUPERVISION RECEIVED
General guidance, direction and theoretical connection provided by the Director and Associate Director of the United Front Multicultural Center.

EXAMPLES OF WORK (include percentage of time for each example; no less than 10% each)
The responsibilities described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

1. Program Development and Coordination (40%)
   • Responsible for assisting in the development and overall coordination of general UFMC programs. Examples of events include:
     - #WhatsTrendingUSD
     - Beyond the Classroom
     - Multicultural Night
     - UF Formal
- Programming Crew’s Community Engagement
- Virgen de Guadalupe Mass
- Leadership Retreats
- Diversity Banquet and other graduation ceremonies (i.e., Chicano/a, etc.)

3. Direct Training, Advising, and Supervision of Staff and Student Leaders (30%)
   • Responsible for developing training of student leaders and student staff.
   • Advise and support student staff and organization leaders with program and organizational development.
   • Supervise staff student programmers.

4. Training Experience in Student Affairs and University Committee Service (10%)
   • Opportunities to attend division and campus-wide professional development.
   • Serve on various university committees as a UFMC representative, as needed.

5. Research and Assessment (10%)
   • Continually assess UFMC programs and make appropriate changes.
   • Review best practices in the field for Multicultural Affairs and stay current with higher education literature.

6. Participate in Training (10%)
   • Will fully participate in the fall Graduate Assistant training held in August.
   • Will fully participate in the spring Graduate Assistant training held in January.
   • Participate in at least one triad meeting with the student and faculty advisor per semester.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Examples of Work numbers 1 through 6.

MINIMUM QUALIFICATIONS
1. Enrolled in the Higher Education Leadership MA program.
2. Experience in programming and student activities.
3. Interest and experience working in a multicultural, cross-cultural, or identity-specific center.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES
1. Possess strong interpersonal skills: ability to work with students, peers, administrators, faculty, and staff employees.
2. Possess strong facilitation and training skills: ability to lead dialogues and facilitate trainings.
3. Possess strong organizational skills and be able to multi-task in a fast-paced environment.
4. Ability to quickly become familiar with University policies and procedures.
5. Continued effort to connect practice and developmental theory.
6. Work to advance the University’s goal of creating a welcoming and inclusive environment.
7. Moderate skills in the use of the tools and equipment listed below.

CERTIFICATES, LICENSES, REGISTRATIONS
None
SPECIAL CONDITIONS OF EMPLOYMENT
No vacation may be taken from August through mid-September due to new student orientation preparations/implementation. Must be available to work some evenings and weekends. Vacation/flexible scheduling must be decided in consultation with supervisor; any changes to work schedule must have 48 hours advance notice.

TOOLS AND EQUIPMENT USED
Personal computer (preferably both Macintosh and PC environments), various software applications (Microsoft Office, InDesign, PhotoShop, Contribute, etc.), copier, fax machine, telephone.

PHYSICAL REQUIREMENTS
The employee will frequently sit, talk, hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee will occasionally walk and must occasionally lift and/or move objects up to 25 pounds. The employee must be able to see closely and be able to adjust focus for use of computer and distance visibility.

WORK ENVIRONMENT
The noise level in the office is moderate; the facility is air-conditioned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

________________________________________  __________
Employee’s Signature                      Date

________________________________________  __________
Supervisor’s Signature                    Date