



Inclusion and Multicultural Engagement (IME) Graduate Assistant for 2018-2019

Purpose

The purpose of the Graduate Assistant (GA) position is to support the students, staff, programs, and events of the Office of Inclusion and Multicultural Engagement. The GA supports IME's mission and is dedicated to IME's core values of equity, inclusion, multicultural engagement, and social justice. This position reports directly to the Director of IME.

Expectations and Principal Duties

Devote 20-25 hours per week to IME (structure to be determined by supervisor). Principal duties include:

- ❖ Providing advising and support to the LEAP Peer Mentorship Program specifically designed for first generation, students of color, and/or low income students, which includes effectively building relationships with students, meeting one-on-one with student mentors, attending LEAP workshops and events, employing pedagogical strategies that reflect best practices in student leadership development, and facilitating on-going training and leadership development programs for student leaders, including the coordination of LEAP mentor training in Summer 2018. Must be available to help coordinate efforts and attend the Great Expectations retreat in September 2018
- ❖ Providing programmatic support for IME which includes meeting regularly with the Director of IME, participating in staff meetings and trainings, and assisting with department programs and events (such as, but not limited to, IME Wokeshop Series, MLK Jr. Week, IME Banquet, etc.)
- ❖ Management of the Multicultural Resource Center which includes ensuring the MRC is a welcoming, safe, and inclusive space for students, holding office hours in the MRC, providing administrative oversight for the MRC, and maintaining general expectations for students who are utilizing the MRC
- ❖ Conducting other duties as assigned which includes administrative duties, professional development opportunities, working collaboratively with other student life and college personnel, and attending meetings and programs as directed

Compensation

Compensation is \$18/hour. Position will begin approximately August 13, 2018 (flexible) and last 10 months. Reappointment is not guaranteed and dependent on performance evaluations and the needs of the department and Student Affairs Graduate Assistant program.

Qualifications/Experience

- ❖ Bachelor's degree required
- ❖ Enrollment in the Student Affairs graduate program at the Lewis & Clark Graduate School of Education and Counseling
- ❖ Involvement as an undergraduate student in areas such as multicultural student organizations, student employment, residence life, orientation, , leadership, service, or related area
- ❖ Experience working with students from diverse backgrounds and a demonstrated commitment to diversity, equity, and inclusion
- ❖ Ability to develop and maintain professional and collaborative relationships with other staff and faculty
- ❖ Excellent interpersonal communication, leadership, organization, and administrative skills
- ❖ Ability to think critically, problem solve, and make sound decisions
- ❖ Ability to effectively plan and organize programs and projects

Questions regarding this position may be directed to Angela Buck at abuck@lclark.edu.