



Multicultural Student Affairs

2300F Whitten University Center
1306 Stanford Drive
Coral Gables, Florida 33146

Phone: 305-284-2855
Fax: 305-284-3783
www.miami.edu/msa

Graduate Assistant for Multicultural Student Affairs

The mission of the Office of Multicultural Student Affairs (MSA) is to provide leadership and advocacy for underrepresented and ethnically diverse students at the University of Miami. The office provides direction in developing programs and services that enhance the retention and successful matriculation of students, while supporting their personal and academic development. In addition, MSA supports the university in its ongoing efforts to maintain a multicultural campus community, which supports, values, and celebrates its diversity. MSA is an integral part of Student Life and the Division of Student Affairs.

The Graduate Assistant will work 20 hours a week, including nights and weekends in the Office of Multicultural Student Affairs. The term of the position will be from August 1, 2018 to May 15, 2019, and may be renewed annually. The stipend will be divided into 9 monthly payments. This position does not include a tuition waiver.

Primary areas of responsibility include:

1. Assist in advising MSA affiliated student groups (e.g. Asian American Students Association Organization for Jamaican Unity, Speak What You Feel, Hispanic Heritage Month, Hui Aloha, Filipino Students Association, United Black Students, and Unity Roundtable).
 - a. Assists in managing student accounts totaling over \$20,000.
 - b. Provides on-site supervision at MSA events.
 - c. Attends weekly executive board and committee meetings.
 - d. Monitors and evaluates effectiveness of events.
 - e. Develops and plans opportunities for leadership development with students involved in MSA Crew.
2. Marketing/Outreach- Assist in developing comprehensive marketing plans for Multicultural Student Affairs, including managing departmental social media accounts, editing of Unity Newsletter, flyers, posters etc.
3. Student Leadership Coordinator- Research opportunities, maintain database and provide administrative support to students who are interested in attending professional conferences, research workshops/training, and leadership seminars.



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4. Assist with Diversity Education Peer Leadership Program and Cultural Competency programming.
5. Assist with Horizons Pre-Orientation Program and Life Skills Leadership Mentoring Program.
6. Perform additional duties as delegated by the Director of Multicultural Student Affairs.

Additional Knowledge and Skills:

- a. Excellent English communication skills, verbal and written, required.
- b. Demonstrated project management, time management and organizational skills, with the ability to manage details of multiple projects within firm schedules.
- c. Ability to operate professionally and autonomously.