



Graduate Student Assistant – 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 8, 2022, to May 12, 2023, and may be renewed annually. The stipend will be divided into 9 monthly payments of \$2,000. This position does not include a tuition waiver or a health insurance subsidy.

Primary areas of responsibility include:

1. Assist in advising MSA affiliated student groups
 - a. Assist student leaders in the planning of student organization events
 - b. Provides on-site supervision at MSA events
 - c. Monitors and evaluates effectiveness of events
 - d. Develops and plans opportunities for leadership development with students involved in MSA Crew.
2. **Program and Events Planning:** Assist with MSA signature events including Horizons Pre-Orientation Program, MSA Crew Retreat, and others. Plan and facilitate monthly dialogue sessions around social pressing issues.
3. **Diversity Equity Inclusion:** Assist with Diversity Education Leadership and Ambassador Programs, Assist with planning and facilitation of DEI Trainings and workshops for students and staff.
4. **Program Evaluation:** Developing program assessment tools. Assist in evaluating effectiveness of programs and service offerings for the creation of annual office report and relevant evaluation activities.
5. **Marketing/Outreach:** Assist in developing comprehensive marketing plans for Multicultural Student Affairs, including managing departmental social media accounts, flyers, posters etc.
6. Perform additional duties as delegated by the Director and Assistant Director(s) 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
- d. Flexible Schedule

Application Instructions

Interested applicants should complete the Student Affairs [online application system](#) or visit <https://www.studentaffairs.miami.edu/resources/graduate-assistantships/index.html> to learn more information.

Review of applications will begin immediately and continue until the position is filled. For questions, please email msa@miami.edu.