

GRADUATE ASSISTANT FOR MULTICULTURAL PROGRAMMING – POSITION DESCRIPTION

Office/Department: Center for Multicultural Student Services (CMSS)

Director: Ms. Valarie Ghant

Associate Director: Mr. De'Shay Turner

Department Mission Statement: The Center for Multicultural Student Services provides educational and celebratory programs and services that support an inclusive campus community in which members value diversity within themselves and others

Department Functional Areas: Cultural Programming and Awareness, Student Support, Leadership Development, Recruitment and Retention,

1. Students who participate in this graduate assistantship will gain experience in the following areas:

- College student development
- Challenge and support of students and student groups
- Diversity affairs/education, multiculturalism and inclusion
- Training and development of student groups/organizations
- Supervision of student staff teams
- Teambuilding: planning and implementation
- Event planning: marketing, management, and logistics
- Participation in departmental committees and projects
- Collaboration across university departments
- Attendance at departmental and divisional meetings
- Managing change in an organization
- Navigating organizational structure and hierarchy
- Communication within an organization/department
- Use of technology

2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:

- Psychosocial Developmental Theories: (Chickering)
- Cognitive Developmental Theories: (Perry, Kohlberg, Belenky, Gilligan)
- Typology: (Jung, Myers-Briggs)
- Identity Development Theories: (Racial, White, Minority, Sexual, Gender, Ability, Religious, Social Class, Multiple)
- Counseling Theories

3. Students who participate in this graduate assistantship will be evaluated and provided on-going feedback in the following ways:

- Weekly one on one meetings with direct supervisor
- Periodic meetings with other CMSS staff members directly related to tasks assigned

4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:

- Weekly one on one consultation meetings with direct supervisor
- Periodic theory to practice meetings with additional staff members as needed

5. Specific expectations of students assigned to this site include:

- Arrive early in August for CMSS Staff Training
- Create and maintain a 20 hour per week schedule designed to meet assistantship requirements
- Support the mission of CMSS, Student Affairs and University Planning (SAUP), and JMU
- Assist CMSS staff with events and programs relating to four functional areas
- Support and potentially co-coordinate major calendar programs such as CMSS Annual Open House, Def Poetry Jam, Homecoming Step Show and events, MLK Celebration Week, etc.
- Serve as support with 1 student leadership travel opportunity: Experiential Learning Trip (ELT), national and/or regional identity/diversity based conference
- Assist in the planning and execution of Experiential Learning Trips (ELT's)
- Support with hiring, training and development of DEEP Impact Diversity Educators
- Assist in the planning and facilitation of the We Are JMU Orientation diversity event with CMSS staff and/or DEEP Impact Diversity Educators
- Support with execution of DEEP Dialogues, Cultural Series events, and Outreach
- Assist with HRD 201/202: Exploring Multicultural Competency for Effective Facilitation
- Serve as staff liaison to several multicultural student organizations, assisting and supporting with compliance, programming, guidance, and leadership development
- Represent department occasionally at university functions, such as Student Org Night, CHOICES, Vendor Resources Fairs, etc.
- Perform designated tasks and maintain records and files in a timely, organized and professional manner
- Communicate consistently and honestly with supervisor
- Contribute positively to the office culture and strive to be an effective team member
- Request assistance and support when approaching new and unfamiliar tasks
- Adhere to budget guidelines for any/all projects
- Attend CMSS weekly staff meetings, supervision meetings, and other assigned student organization and CMSS functions
- Fulfill other duties as assigned by the Director, Associate or Assistant Directors of the Center
- Seek out opportunities to include additional projects which align with interest areas, skillsets, and/or graduate program of study – discuss with direct supervisor

Graduate Assistant for Multicultural Programming Supervisor:

Mr. Steven Krzanowski (krzanosx@jmu.edu) – Assistant Director, CMSS
Madison Union (Taylor Hall) Room 207, (540)-568-6636