

## **GRADUATE ASSISTANT FOR MULTICULTURAL PROGRAMMING – POSITION DESCRIPTION**

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

**Director:** Ms. Valarie Ghant

**Assistant Director:** Ms. Cynthia Ruff (Supervisor)

**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 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
- Assist CMSS Professional with advisory 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**

Ms. Cynthia Ruff ([ruffcr@jmu.edu](mailto:ruffcr@jmu.edu)) Assistant Director – CMSS  
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