**Location:** USF-Tampa Campus / Office of Multicultural Affairs

Office of Multicultural Affairs - Graduate Assistant

**Title:** Graduate Assistant for the Multicultural Community

**Time Period:** 2018-2020

**Duties & Responsibilities:**

* Serve as the primary advisor for Multicultural Community (MCC) student organizations
* Plan and organize Week of Welcome Programs at the start of each semester including Welcome Back Jam Celebration and other community socials.
* Plan and organize the iHeart Diversity Awards
* Facilitate cultural and educational programs
* Serve as support staff to departmental programs, trainings and initiatives
* Assist with the research and benchmarking of cultural and educational development programs
* Serve on the Intercultural Student Leadership Conference planning committee
* Serve on the International Festival Committee
* Support team projects and initiatives
* Supervise undergraduate intern(s) and/or student committee members
* Attend weekly staff meetings and student organization events
* Coordinate other programs and duties as determined

Expected learning outcomes of the GA position:

* GA will gain experience in advising international student populations and programs and promoting an inclusive campus environment.
* GA will gain knowledge of local, national and global cultural trends.
* GA will gain cross-cultural competency and communication skills.
* GA will gain advising, facilitation and training skills.
* GA will gain extensive program and event planning skills for diverse communities.
* GA will gain experience in navigating and working with diverse communities.
* GA will gain supervision and advising experience for student leaders.
* GA will gain experience in advising student leaders and multiple student organizations.
* GA will gain experience in supporting LGBTQ+ students and promoting an inclusive campus environment.
* GA will gain knowledge on assessment of learning for programs and workshops.
* GA will gain experience collaborating with other departments on campus.
* GA will gain verbal and written communication skills.
* GA will gain an understanding of the student affairs profession.
* GA will gain experience in working with a team of professional staff, fellow GA’s and student workers in a fast-paced environment.
* GA will gain experience working with committees and teams.