**Graduate Assistant**

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

Title: Graduate Assistant for Diversity Initiatives

Time Period: 2021-2023

**Duties & Responsibilities:**

* Assist in the execution of global and cultural initiatives
* Plan and organize the International Buddy Program (iBuddy), including the management of iBuddy Board, the matching process, programs, recruitment and retention strategies, and assessment
* Facilitate cultural and educational programs, aid in management of diversity education requests
* Aid in the development of curriculum and recruitment for the diversity peer education program
* Serve as support staff to departmental programs, trainings and initiatives
* Assist with the research and benchmarking of cultural and educational development
* Support team projects and initiatives (ISLC Committee member)
* Supervise undergraduate intern(s) and/or student committee members, when applicable
* 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 experience in supporting undocumented 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.