

Position Name:

**Graduate Assistant, Multicultural Programs
Harvey and Lucinda Gantt Multicultural Center**

Position Qualifications:

The Graduate Assistant for Multicultural Programs will assist the Associate Director in providing holistic support to minoritized student populations through cultural awareness programming and outreach. The Graduate Assistant will bring innovative ideas and programs with the goal of enhancing the campus climate around diversity and inclusion. The Graduate Assistant will work closely with students and organizations as they explore their social identities related to gender and race and ethnicity, gender expression, sexuality, religion, and other intersecting identities.

The best candidate for this position must be able to manage projects, conduct research, communicate effectively, present solutions, meet deadlines, multitask and create reports/presentations to accommodate various audiences. In addition, the candidate must possess a strong understanding and interest in event planning, multiculturalism, high levels of creativity as well as the ability to take initiative and work independently as needed. The candidate must also possess a desire to work with diverse populations.

Stipend/Compensation: **\$12,000/year (9-month salary)**

Position Description: In collaboration with the Associate Director of Multicultural Programs as well as internal and external constituents of Clemson University, the Graduate Assistant's tasks include:

- a. Assist the Associate Director of Multicultural Programs with the planning, facilitating, and evaluating of cultural awareness programs featuring keynote speakers and performers that focus on creating an inclusive campus community in which individuals are able to celebrate and deepen understanding of the diversity within themselves as well as the identities of others.
 1. Assist in the coordination of planning committees for the following national celebratory months: Black History Month, Hispanic and Latinx Heritage Month, Native American Heritage Month, Women's Celebration Month, and Asian Pacific American Heritage Month, Indigenous Peoples Day, and the Equity and Pluralism Speaker Series.
 2. Coordinate marketing efforts to promote attendance by members of the campus and greater community.
 3. Construct travel agendas and manage all communication between agencies and Clemson University (Multicultural Programs).
 4. Coordinate technical and all other venue accommodations for artists.
 5. Identify and manage all volunteers for each program.
 6. Serve as the On-site Manager on the day of the event.
 7. Review contracts and provide feedback.
- b. Coordinate logistics associated with the implementation of a broad range of educational and social programs related to diversity and inclusion.
 1. Identify strategic partnerships across campus boundaries.

2. Coordinate marketing efforts to promote attendance by members of the campus and greater community.
3. Coordinate student support and outreach events: Grill & Greet and Donning of the Kente
- c. Create avenues to assist multicultural student organizations to enhance their overall growth and development as campus leaders.
 1. Conduct bi-weekly meetings with organization presidents.
 2. Attend exec board meetings and provide insight/guidance as needed.
 3. Create opportunities for collaborative programming between student organizations and Multicultural Programs.
 4. Create opportunities for collaborative efforts between Multicultural Programs and Student Organizations & Clubs.
- d. Analyze assessment data to demonstrate the levels of learning achieved at various programs/events.
 1. Utilize pre-existing tools to collect data.
 2. Analyze and present data in written form to appeal to various audiences.

Supervisor/Department Contact:

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