



## OMSA Graduate Assistant

The Office of Multicultural Student Affairs (OMSA) is seeking a Graduate Assistant to help conceptualize and implement programming and engage and support students and student organizations in line with our mission. Specific programs and initiatives may include the Student Advisory Council, affinity groups (i.e. Men of Color, Women of Color, Multiracial Affinity Group, Queer People of Color), current events programs like the Heritage Series, and workshops and trainings. The Graduate Assistant may also be asked to offer logistical support and/or take the lead on new programs and initiatives developed throughout the year. This team member may respond to inquiries and support students under the supervision of a full-time staff member.

### Programming

Develop ideas for programs in consultation with Programming Interns and Student Advisory Council members, with the goal of addressing current events as they impact our multicultural communities and engaging the campus community in dialogue. Coordinate logistics, including discussion topics, panelists, space reservations, marketing, catering, set-up, sign-ins, and evaluations with support from Programming Interns and Building Managers. Assist with planning and facilitating workshops and trainings related to enhancing the experience of students of color and multicultural students on campus.

### Student Outreach & Engagement

Assist with responding to student inquiries and meet with individual students and student organization leaders. Outreach to students and student organizations and make connections to OMSA staff and campus partners as appropriate. Update web and social media platforms to promote programs and resources.

### Communications & Research

Identify campus/community resources and leadership opportunities to share with students. Conduct benchmark research across higher education and other scholarly networks on best practices.

**Qualifications:** Applicants for the OMSA Graduate Assistant position must be currently enrolled graduate/professional students at the University of Chicago in good standing at the time of application and throughout employment. Additional requirements include:

- High level of cultural competency and experience working with students of color and multicultural students
- Ability to build/maintain relationships with a variety of constituents, including undergraduate students, graduate/professional students, faculty, staff, and community members
- Deep desire to support student success
- Excellent written and oral communication skills
- High level of initiative and motivation
- Ability to work independently
- Excellent decision-making skills
- Experience in working with the following programs preferred: Microsoft Office Suite, Adobe Creative Suite, etc.
- Students eligible for work-study preferred, but not required.

**Position Requirements:** The Graduate Assistant will begin in mid-September 2017 and work approximately 15 hours/week throughout the academic year. ***This position may be eligible for the Higher Education Internship (HEI) program through UChicagoGRAD.*** Work schedules are created based solely on class schedules and other academic obligations.

**Compensation:** \$13.50 per hour

**Application Instructions:**

- Please visit <https://inclusion.uchicago.edu/student-employment> to submit a cover letter and resume.
- Questions? Contact Ravi Randhava at [rrandhava@uchicago.edu](mailto:rrandhava@uchicago.edu).

**NOTE:** The above statements are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Center for Identity + Inclusion staff reserve the right to amend and change responsibilities to meet business and organizational needs.