Programming Graduate Assistant

Department Description:

The Office of Multicultural Student Affairs creates intentionally diverse and inclusive communities, serving as a bridge builder by engaging students and members of the University community of all backgrounds to ensure personal, academic and professional growth and success. We strive to:

• Foster a campus environment that supports the exploration of varied identities and their intersections
• Increase knowledge and awareness of different worldviews to strengthen cultural competencies and their application in a variety of contexts
• Create opportunities to engage in challenging conversations to advance a more equitable society
• Amplify voices and advocate for and with students from marginalized identity groups, including racial and ethnic communities to enhance the student experience

Position Description:

We are seeking a Graduate/Professional Student to assist with several programs and initiatives, including (but not limited to) the OMSA Student Advisory Council, Men of Color Forum, Women of Color Network, Multiracial Affinity Group, and the development of a Queer People of Color Group. The Graduate Assistant will be asked to offer logistical support and/or take the lead on a various other OMSA programs. Sample responsibilities appear below.

Student Advisory Council

• Coordinate administrative processes, such as developing the meeting schedule and agendas, corresponding with members, collecting RSVPs, ordering catering, and inviting guest speakers
• Assist with the planning of any open meetings, forums, or council programs
• Manage the recruitment and selection process for 2016-2017, including revising the application and rubric, marketing, collecting and distributing applications, and working with current members and full-time staff to review applications and gather feedback

Affinity Groups

• Conduct benchmarking research on models and best practices for supporting the formation of similar groups
• Schedule and coordinate logistics for programs, including discussion topics, panelists, space reservations, invitations/marketing, and catering
• Develop a plan for increasing participation and engagement

Programming Logistics

• Work with Programming Interns and Building Managers to ensure spaces are set up for programs, coordinate catering, assist with sign-in and track attendance as appropriate, and distribute/collect evaluations.
• Help market programs to undergraduate students, graduate/professional students, staff, faculty, and community partners
Qualifications:

- Applicant must be a current graduate or professional student at the University of Chicago in good academic standing at the time of application
- High level of cultural competency and experience working with underrepresented/underserved populations required
- Deep desire to support student success, and high levels of initiative and motivation
- Demonstrated experience with program development, planning, and implementation (including familiarity with or interest in researching current trends in higher education)
- Excellent written and oral communication skills and organizational skills

Position Requirements:

The Programming Graduate Assistant will begin in mid-September 2015 and work approximately 10-15 hours per week during the 2015-2016 academic year. Hours will vary outside of the traditional 9:00-5:00pm work day based on availability and programmatic needs.

Compensation: $13.50 per hour

Application Instructions:
Please visit https://omsa.uchicago.edu/programming-team-application to submit a cover letter and resume/CV. Questions? Contact Ronnie Rios at rrios@uchicago.edu. Applications are due by Friday, May 29, 2015 at 5:00pm.