



MULTICULTURAL CENTER

Illinois State University

Multicultural Center Graduate Assistant

General Summary:

Graduate Assistants for the Multicultural Center at Illinois State University assist the staff in varying capacities based on the needs of the campus community and overall staff composition. The combination of duties within each Graduate Assistant's position description may vary each semester but will include some of the possible duties and responsibilities below. Graduate Assistants may advise student organizations, assess programs and services, assist with Multicultural Center operations, and provide outreach to the greater campus community. Graduate Assistants may also assist with coordinating programs and services related to anti-racism, equity, and justice for the campus community.

Possible Duties and Responsibilities:

1. Advise one or more sponsored identity-based student organizations with the Center in planning campus-wide events, including contracting, budgeting, and event management.
2. Assist in the development of curriculum for outcome-based learning and team-building sessions for the sponsored identity-based student organization's leadership.
3. Use an intersectional lens to assist student leaders in the planning, marketing, and delivery of programs and services which support the University's core value of diversity and inclusion.
4. Assist with Multicultural Center programming by developing learning outcomes, creating program plans, researching available resources, developing marketing strategies, mapping program logistics, designing program assessments, and implementing programs.
5. Assist with Multicultural Center operations including oversee reservations, managing podcast room, and collecting assessment data.
6. Manage social media platforms including but not limited to; Facebook, Twitter, and Instagram.
7. Implement outreach initiatives that connect programs and services to the campus community.
8. Process and maintain paperwork and reports for all the programs and services.
9. Participate in regular staff meetings, training, required professional development sessions, office events, and support office functions.
10. Serve as a University representative for the Multicultural Center, on and off-campus, as business needs dictate and travel with students to conferences and workshops (may include driving University vehicles).
11. Perform other duties and functions as assigned.

Preferred Degree Programs:

College Student Personnel Administration, Social Work, Education, Communications, Criminal Justice Sciences, Creative Technologies, Family and Consumer Science, Psychology, Business, Language Literature, and Cultures.

Requirements:

All Graduate Assistants must meet the requirements as outlined in the Illinois State University Graduate Assistant Handbook available on the Human Resources website. Graduate Assistants must maintain a 3.0 cumulative GPA to retain their position.

Length of Contract:

The assistantship will begin August 5, 2024, and end May 23, 2025, and will follow the Illinois State University administrative calendar with an average of 28/hours per week. Evening and weekend hours will be required.

Graduate Assistants receive a full tuition waiver and a monthly stipend.

Illinois State University is an Equal Opportunity/Affirmative Action Employer

If you are an individual with a disability and need a reasonable accommodation under the Americans with Disabilities Act (ADA) or other state or federal law, you may request an accommodation by contacting the Office of Equal Opportunity and Access at 3094383383.