



# 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 the core functions of the Multicultural Center.

### Possible Duties and Responsibilities:

1. Advise one or more sponsored student organizations with the center in planning campus-wide programs and events, including contracting, budgeting, event management, and handling purchasing or procurement, which may involve driving to pick up supplies.
2. Assist in the development of curriculum for outcome-based learning and team-building sessions for the sponsored student organization's leadership.
3. Foster student leadership development, transferable skill-building, personal development, and overall growth.
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 overseeing reservations, managing the podcast room, collecting assessment data, and supporting the closing of the center one night a week.
6. Manage social media platforms, including but not limited to Facebook 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. Support an Associate or Assistant Director with programs or initiatives within one of the core areas of the Multicultural Center.
12. 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 3, 2026, and end May 25, 2027, 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.

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