

Position Description

Graduate Assistant for Community Development

The Graduate Assistant (GA) for Community Development is a graduate assistantship (30 hours per week) primarily responsible for the ongoing development, facilitation, and directing of Shaha: The Storytellers (a diversity peer theatre troupe) and the Diversity Peer Educator program within Residence Life. The main responsibilities include: serving as primary instructor for EDUC 258 and EDUC 291E, training and developing the troupe, coordinating performances, and providing support for various community development initiatives within Residence Life as needed. This is a live-off position; however presence in the Residence Life Programs Office and at various Residence Life events during the 30 hours is essential. The GA for Community Development is supervised by the Assistant Director for Learning Communities.

Duties and Responsibilities

Teaching, Training, and Facilitating

- Primary Instructor for EDUC 258: Exploring the Crossroads of Diversity Education and Peer Theatre and EDUC 291E: Theatre for Social Change under guidance of a School of Education faculty designee. Completes all teaching responsibilities (such as designing curriculum, facilitating, and grading) for these courses.
- Oversees overall development of Shaha: The Storytellers, a diversity peer theatre troupe.
- Coordinates, arranges and directs all aspects of Shaha: The Storytellers performances
- Advises Shaha: The Storytellers Theatre troupe with an emphasis on group development and ongoing education.
- Responsible for all creative elements for Shaha: The Storytellers performances and leads the facilitation of dialogue after each performance with the audience.
- Responsible for the development and advancement of the Diversity Peer Educator program.
- Weekend and evening commitments (scheduled by the graduate assistant on a per-semester basis) are necessary for the successful completion of these job requirements.
- Coordinates with School of Education/Social Justice Ed to complete all administrative logistics for the EDUC 258 and EDUC 291E.

Community Development Initiatives

- Provides resources and training on social justice and multicultural issues for Residence Life senior staff, RA/ALA's, and PMs.
- Assists in the assessment, planning, implementation, and/or evaluation of various community development initiatives and projects

Administration

- Maintain 30 scheduled work hours per week. A portion of these hours must be held during University business hours. This includes: regular posted office hours, meetings, event planning, event attendance, project work, and administrative responsibilities.
- Oversee administrative tasks related to troupe performances, course management, equipment/supply orders for events.

- Responsible for management of Procurement Card in order to purchase supplies and items for programs. Work with Assistant Director for Learning Communities to manage assigned budget.
- Communicate and develop regular progress reports as requested.
- Utilize computer skills and technology to accomplish job responsibilities.

Departmental Projects and Responsibilities

- Attend departmental training, meetings, and university events as needed.
- Attend area functions and provide training to staff when requested by supervisor.
- Collaborate with RDs and ARDs to keep them informed of progress and programs.
- Assist in the coordination of University/Departmental functions as related to Community Development.
- Perform other duties as assigned.

Qualifications

Minimum -Must be enrolled as a full-time graduate student in a degree granting program at the University of Massachusetts Amherst. Strong interpersonal and communication skills, ability to work with a diverse population, and advanced knowledge of and significant academic experience around social justice, diversity, multiculturalism, oppression, and identity development of underrepresented populations. Demonstrated skills in teaching, program development and implementation, supervision, advising or strong background in leading group work. Familiarity with residence halls and college/university faculty. One year experience living/working within residence halls. One year work experience directly related to event planning or programming. Regular evening and some weekend work required. Valid class D (passenger vehicle) drivers license required.

Preferred – Enrolled as a doctoral student in Social Justice Education or Higher Education. One year working within residence halls. Significant experience with social justice theories and models, implementation of social justice and diversity programming, as well as peer education. Experience working with faculty and knowledge of University resources. One year supervising undergraduate students. Strong workshop facilitation skills, programs/event planning, and oral/written communication.

Compensation

30 hour per week Graduate Assistant Position: The graduate stipend for this position is \$23,684 and compensation includes standard graduate employee benefits including tuition waiver and partial health fee waiver. The contract dates are August 9, 2009 to May 14, 2010.

Application Process

Further information and application materials can be found on the Housing and Residence Life Website (<http://www.housing.umass.edu/employ>). Please direct any questions to gradsearch@gw.housing.umass.edu.