University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice
Completed form should be mailed to Gradappt@grad.umass.edu to be posted at http://www.umass.edu/gradschool/assistantship/job_post.htm

Type of Appointment: Internship

Application Deadline: Submit resume, cover letter, and AISP/SE GA application form to contact listed below by 6/19/15 for priority consideration. Position will remain open until filled.

Job Description (No Clerical duties permitted):
The Graduate Assistant/Supervisor of the Malcolm X Cultural Center (Graduate Intern/Student Counselor) is supervised by and works with Associate Director Cultural Enrichment, to design and implement culturally relevant and intentional learning strategies for cultural programming for African Diaspora students. Provide on-site project management, student staff supervision, personal cultural support, appropriate referrals to resources, and opportunities to engage students in developing and hosting social and co-curricular educational events. This internship offers opportunities to critically apply theories of student cultural development and socialization, and to gain practical experience in project management and event production. Reappointment is dependent on department need, satisfactory performance evaluation, experience, academic standing, and funding.

Required Duties:
1. Supervise student staff in the day to day operations of the cultural center.
2. Coordinate student work schedule; hold weekly student staff meetings.
3. Supervise student staff event planning to showcase African Diaspora cultures and Heritage Month.
4. Supervise student staff in intra-cultural and cross cultural relationship building, and public speaking skills.
5. Enhance intercultural partnership by hosting monthly relative registered student organization (RSO) collaborative meetings; and co-sponsoring 1-2 programs with other Center for Multicultural Advancement and Student Success (CMASS) cultural centers.
7. Meet once a week with supervisor to provide updates and needs of the cultural center staff and space.
8. Contribute to CMASS unit progress by attending 1-2 CMASS unit-sponsored events/semester.
9. Host cultural center open house, and attend CMASS and SAACL graduate assistant orientations late August.

Experience Required:
1. Graduate student in good standing enrolled in a related degree program, such as higher education administration, social justice education.
2. Experience working with diverse African Diaspora populations; significant understanding of issues faced by African Diaspora student population in a higher education setting and identity issues of students; ability to address these issues; and knowledge of additional resources for students on campus.
3. Experience planning both small and large-scale events and in facilitating meetings.
4. Excellent oral and written communication skills and public speaking skills.
5. Competence with Microsoft Office (Word, Excel, PowerPoint Access) computer applications and online social networking sites.
6. Ability to work evenings and some weekends.

Preferred qualifications: enrollment in Afro-American, Afro-Caribbean, and/or Africana Studies program.

Additional Information:

Dates of Appointment: From 08/21/15 To 05/28/16

Hours/Wk 10  Stipend $ 23.56

How to Apply:  Call ☐  In Person ☐  Submit Resume ☒

Dept. Name: Center for Multicultural Advancement and Student Success
Contact Person: Colette Nadeau, personnel coordinator

E-Mail contact: cnadeau@umass.edu

Bldg. Address: 416 Student Union  Phone: 413/545-3604