University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: Email resume or CV and cover letter to gasearchcmass@umass.edu by priority date of February 10, 2017 to ensure consideration, however, position will remain posted until a successful candidate has been found.

Job Description (No Clerical duties permitted):
A. General Description
The Graduate Internship/Mentor Programs Coordinator will serve in the Center for Multicultural Advancement and Student Success (CMASS), a student centered learning agency within the Advocacy, Inclusion, and Support Programs cluster of Student Affairs and Campus Life (SACL). By serving as a campus resource to facilitate and promote a learning community that acknowledges, appreciates, and values multicultural understanding and exchange, CMASS staff members strive to advance the personal, academic, and professional success of diverse populations of students, staff, faculty, and the larger university community. Reappointment is dependent on department need, performance evaluation, experience, academic standing, and funding availability.

B. Required Duties
1. Provide supervision of mentoring programs for undergraduate students pursuing graduate level education, including but not limited to training mentors, managing matches, compiling data to write end of year outcomes report, meeting with students on a regular basis, and addressing challenges.
2. Design and facilitate curriculum around student development trainings and teambuilding activities for mentors and mentees.
3. Provide monthly reports on goal attainment for mentoring pairs and needs assessment to ensure the sustainability of the program.
4. Collaborate with other areas within and outside of CMASS to promote and recruit volunteers to the mentoring programs.
5. Provide support and advice to undergraduate students as needed.
6. Perform additional related duties as required including compliance related duties as follows: Graduate students holding assistantships in Student Affairs and Campus Life are required to fulfill responsibilities required under applicable federal and State laws and university policies. These include but may not be limited to reporting, handling of protected information, and other requirements under Title IX; Clery Act; FERPA; HIPPA, and Massachusetts Conflict of Interest laws for state employees, and other applicable
statutes. To support fulfillment of these expectations, graduate students are expected to participate in the training opportunities provided over the course of their assistantship, e.g., by SA CL, CMASS, and the Graduate School.

Experience Required:
1. Graduate student in good academic standing during entire term of appointment.
2. Enrolled in a degree granting program related to the job duties and eligible for appointment as determined by the Graduate School.
3. Experience working with mentoring programs for diverse populations.
4. Experience designing interactive curriculum for leadership and skills-building trainings and other workshops related to academic success, multicultural understanding, and advocacy for students of color.
5. Demonstrated ability to work cross-culturally and sensitivity/awareness of the unique needs of students of color and first-generation students.
6. Willingness to familiarize oneself with compliance responsibilities, campus resources, and support services, to and refer students as needed.
7. Initiative to work independently in developing and managing projects.
8. Excellent oral and communication skills.
9. Ability to work some evenings and weekend hours.

Additional Information:

Dates of Appointment: From 08/27/17 To 05/26/18

Hours/Wk 20 Stipend $ 25.23

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

Dept. Name: AISP/CMASS Contact Person: Colette Nadeau, Personnel Coordinator

E-Mail contact: gasearchcmass@umass.edu

Bldg. Address: 321 Berkshire House Phone: 413/545-3604