Graduate Assistant Position Description

Title: Diversity Education Graduate Assistant (Shaha: The Storytellers)

Department: Advocacy, Inclusion, and Support Programs

Program: Diversity Education

Supervisor: Director of Diversity Education and Training

Weekly Hours: 10 hours per week

Stipend: $30.33 per hour for the appointment term, paid bi-weekly

Appointment Term: Academic Year: August 29th, 2021-May 21st, 2021

Periods of Non-Responsibility: Please submit requests for time off to supervisor in advance.

Appointment Renewal: Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Student Affairs and Campus Life (SACL)
Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant’s professional goals. It is within this context that SACL makes this assistantship available.

General Summary of Position
Work with staff in Advocacy, Inclusion, and Support Programs and Residence Education to actively promote inclusive communities and opportunities for students to expand their multicultural competence through educational peer theatre performance-workshops (facilitated by Shaha: The Storytellers). This assistantship offers opportunities to critically apply theories of student development, social justice education, experiential education, and applied theatre with diverse student populations, while gaining practical experience with dialogic group facilitation, project management and supervising student paraprofessional employees.

Typical Duties and Responsibilities
1. Recruit students to audition for Shaha: The Storytellers, a peer education theater troupe composed of approximately 10 undergraduate students.
2. Collaboratively write and prepare weekly rehearsal agendas and performance-workshop designs.
3. Facilitate/co-facilitate weekly rehearsals.
4. Prepare agendas, attend, and take notes at weekly planning meetings.
5. Schedule, plan logistics, and co-facilitate performance workshops with Shaha cast members (peer educators/facilitators).
6. Provide supervision for approximately 10 undergraduate student employees, including, but not limited to, training, recognition, and accountability.
7. Support the design and implementation of day-long cast retreats (one per semester).
8. Support student cast members in writing and workshopping new scripts.
9. Train and coach students in developing dialogic group facilitation skills.
11. Support the design and implementation of program assessment and write/edit assessment reports.

**Compliance Requirements**

Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA; Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

**Minimum Required Qualifications**

1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Strong interpersonal communication skills and the ability to interact with a diverse population of students.
6. Demonstrated ability to write and edit programmatic materials (e.g. cast handbook, workshop designs).
7. Familiarity with conceptual frameworks of diversity/social justice education
8. Ability to work independently and follow through on tasks and responsibilities with minimal direction.

**Preferred Qualifications**

- Experience supervising undergraduate student employees.
- Workshop facilitation and/or classroom teaching experience in diversity/social justice education.
• Knowledge of applied theatre and multicultural theatre theory and pedagogy (e.g. Theater of the Oppressed).
• Applied theater experience including writing, acting, and directing dramatic scenes.
• Experience conducting outreach, promotion, and marketing of programs.
• Experience with program assessment and evaluation, including data collection, analysis, and reporting.

**Compensation and Benefits**
Specific compensation and benefits accruing to graduate assistantships are informed by the collective bargaining agreement (“Contract”) with the Graduate Employees Organization (“GEO”) in force during the appointment period. All Graduate Assistants should review this agreement carefully for detailed explanations of compensation and benefits that may apply. Generally, however, Graduate Assistants receive:

1. A stipend based on the number of weekly hours allocated to the applicable assistantship;
2. Tuition and curriculum fee scholarship waiver (as provided in the GEO Contract);
3. Reduced fees for health coverage; and,
4. Vacation leave

**Collective Bargaining Agreement**
Graduate Assistants are employees of the University. Appointments to graduate assistantships must be approved in advance by the Graduate School. Employment matters are guided and informed by University policy and by provisions of a collective bargaining agreement (“Contract”) with the Graduate Employee Organization (“GEO”), a recognized employee union at the University. GEO is affiliated with the United Auto Workers.

The GEO Contract can be found at: [https://www.umass.edu/gradschool/sites/default/files/GEO%20Contract%202017-2020%20fv.pdf](https://www.umass.edu/gradschool/sites/default/files/GEO%20Contract%202017-2020%20fv.pdf)

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March 2019
Revised Summer 2021