



**University  
of Dayton**

## **Multi-Ethnic Education & Engagement Center Graduate Assistant for Student Engagement**

### ***Statement of Inclusive Excellence***

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

### **Overview**

The Graduate Assistant (GA) for programming and leadership initiatives within the Multi-Ethnic Education & Engagement Center (MEC) will aid in the creation and execution of a inclusive communication and education model, which includes the development of campus-wide co-curricular experiences, that are informed by collecting data and program assessments. The GA will work closely with students, assist in the facilitation of intercultural learning and engagement opportunities, and coordinate student programming. The graduate assistant is supervised by the Associate Director of Campus and Community Engagement in the Multi-Ethnic Education & Engagement Center.

### **Responsibilities**

- Primary responsibilities include assisting the Associate Director of Campus and Community Engagement in the creation and execution of co-curricular experiences, such as the MEC Retreats, and coordinating the P.E.E.R.S. Mentoring Program, and LEAD Team engagement.
- Work closely with student leaders involved with cultural heritage month programming, which includes serving on a team, supporting ongoing programming.
- Co-advise and support the Multicultural Programming Council.
- Develop co-curricular experiences based on research and program data for the UD student community, which includes direct programming for multicultural students (i.e., African American, Asian American, Latino/Latina/LatinX, Native American, Pacific Islander, Multiracial). Some evening and weekend events may occur.
- Research current inclusive and diverse models and theories in higher education, which includes a focus on the leadership development of emerging populations of students.
- Create program assessment tools and evaluation forms. Analyze and report the data collected, which includes tabulating responses, summarizing comments from participants, and sharing the results with MEC staff and partners (if applicable).

- Supporting the ongoing leadership development, crisis management and general wellbeing of students
- Perform other duties as assigned by the Associate Dean/Executive Director of the Multi-Ethnic Education & Engagement Center.
- The GA may also assist other MEC staff members with additional initiatives.

### **Minimum Qualifications**

*Education Background:* Minimum—Bachelor’s degree; *Experience:* Experience facilitating student development programming and/or other initiatives. Strong verbal and written communication skills. Demonstrated experience working with individuals from diverse backgrounds.

### **Preferred Qualifications**

- Experience coordinating diversity programming.
- Knowledge and experience facilitating diversity and inclusion training experiences.
- Ability to build rapport with multicultural students (i.e., African American, Asian American, Latino/Latina/ LatinX, Native American, Pacific Islander, Multiracial), which includes appropriately challenging and supporting students.
- Strong administrative and organizational skills, which includes managing multiple priorities and details for concurrent events.
- Demonstrated ability to develop collaborative partnerships with faculty, staff, and community partners.
- Strong interpersonal skills and presentation skills.

### **Remuneration**

- Competitive stipend.
- Tuition assistance while participating in the GA program.
- Option for hourly summer employment
- University Healthcare

### **For more information contact:**

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