



Creating Inclusive Community -Graduate Assistant

[2021-2022]

Position Overview The Graduate Assistant (GA) for Creating Inclusive Communities (CIC) at the University of Dayton assists in creating learning experiences for students and supports professional development opportunities offered to faculty and staff. The CIC GA position is funded by the Office of the Provost and is supervised by the Director of Multi-Ethnic Education and Development. The GA will support the work of the CIC core planning team, which includes representation from multiple departments. The GA co-advises the student organizers of the CIC Fall Conference, assists with the CIC mini- course, and offers logistics and planning support for a variety of diversity and inclusion initiatives designed for students, faculty, and staff. The GA will also provide support for the Diversity Peer Educators program and other initiatives offered by the Multi-Ethnic Education and Engagement Center to further develop their level of multicultural competency.

The CIC GA will regularly meet with the MEC Director and participate in the CIC core planning team meetings. The CIC GA position is for one year. The GA will work 20-hours a week and has a 10-month contract. There is an expectation to follow policies and provisions outlined in the University's Student Standards of Behavior. The CIC GA may not hold an outside position or employment during the academic year but may request participation in academic-related positions, to include but not limited to an internship and co-op, with final approval granted by the Director of MEC. This position begins August 1, 2021 and ends on May 15, 2022.

Responsibilities

CIC Core Planning Team

- Assist with communication and marketing of CIC initiatives
- Assist with scheduling meetings, reserving rooms, and taking minute meetings.
- Act as a liaison between students and campus partners (CIC Core Planning Team and others)
- Assist with creating program assessments and evaluation forms. Compile and report data collected, and help with documenting all aspects of CIC and the writing of annual reports.

CIC Mini Course

The goals of the CIC mini-course:

1. To empower and support students to better understand privilege and oppression through a mini-course offered each Spring;
2. To offer students an opportunity to participate in an off-campus experience during the Spring semester to further immerse themselves in exploring the topics of power and privilege in all its forms;
3. To support students in presenting their skills and knowledge at Stander each Spring; and
4. To support students who participated in the mini-course offered the previous year in offering a student-driven conference and other student-led sustainable action projects designed to dismantle injustice within the UD community and beyond.



The CIC GA plays a leadership role in planning and implementing recruitment and selection efforts for the Spring CIC mini-course. The person in this position serves as a resource for all CIC students, including individuals in the current and previous cohorts.

- Develop and manage the recruitment and selection process of student participants for the CIC mini-course offered during Spring 2022.
- Attend the CIC mini-course offered during the Spring semester and support the instructors.
- Assist, as needed, with logistics related to the student's participation in the Stander Symposium.

Logistics

- Assist in managing logistics (e.g., arranging travel, assisting with registration, making hotel reservations, etc.) and the budget related to a Spring off-campus diversity experience offered to the students participating in the mini-course.
- Co-advise the CIC students who are coordinating the Fall CIC Conference, which includes assisting with logistics, addressing budget-related questions, and helping to publicize the conference.

Diversity Education

- Support and assist in facilitating initiatives out of the Multi-Ethnic Education and Engagement Center that use Intergroup Dialogue, including the Diversity Peer Educator Program and the Dialogue Zone, to further develop their intercultural competencies.

Faculty and Staff Engagement

- Assist with faculty and staff engagement experiences, which are coordinated by a member of the core planning team.

Advising and Informal Counseling The CIC GA is expected to establish and maintain a professional relationship with the CIC students and other individuals involved with this initiative. The GA will advise students within the limits of their capabilities related to academic, social, and personal matters. The CIC GA must also be familiar with University policies, procedures, and campus resources to adequately advise students. The CIC GA must exercise sensitivity, patience, and care when addressing concerns that could adversely affect a student's personal well-being.

In addition, the GA is responsible for the following:

- Reporting any student needs, issues, and areas of concern to the Director in the Multi-Ethnic Education and Engagement Center or the appropriate member of the core CIC team.
- Arrange transportation for any off-campus programs/events.
- Serve on committees as assigned.
- Maintain office hours for 20-hours a week and attend pertinent meetings (e.g., MEC staff meetings, Dialogue Zone, CIC core planning team meetings), as assigned.
- Participate in pertinent campus events and programs throughout the year, as assigned.
- Attend and participate in department, division, and campus training sessions, as appropriate.
- Implement and maintain regular communication with the CIC students.
- Assist the MEC Director in advising the Diversity Peer Educators. This new group has included participation from previous CIC participants.



Minimum Qualifications

- Bachelor's degree
- Experience facilitating student programming and/or other initiatives.
- Strong verbal and written communication skills.
- Demonstrated experience working with individuals from diverse backgrounds.
- Ability to work some evenings and weekends.

Preferred Qualifications

- An understanding and ability to discuss concepts and issues related to race, gender, sexuality, nationality, ability, religion, and other dimensions of diversity in a productive and respectful manner in conjunction with the cultural and historical contexts producing these conditions.
- Experience coordinating programming for students.
- Ability to manage conflicts in a sensitive and respectful manner.
- Excellent written and verbal communication skills.
- Capacity to work with diverse individuals and as a member of a team.
- Ability to work independently.
- Experience coordinating diversity programming.
- Experience facilitating diversity training experiences.
- Strong administrative and organizational skills, which includes managing multiple priorities and details for concurrent events.
- Demonstrated ability to develop collaborative partnerships with students, faculty, staff, and community partners.
- Strong interpersonal skills and presentation skills.

Remuneration

- Competitive stipend
- Room and board
- Tuition Remission – Up to 24 credit hours, not to exceed \$15,127 for the academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

*Graduate Assistants of the University of Dayton are offered individual coverage through the University's healthcare, dental and vision plans. If elected, coverage would begin with the start date of the contract issued by the University. For more information about the coverage options available, please see the Graduate Assistant Benefit section of the Human Resources website at: https://www.udayton.edu/hr/benefits/ga_insurance.php.

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