GRADUATE ASSISTANT FOR DIVERSITY INITIATIVES
for the Latino Cultural Center (LCC)

The primary purpose of the Graduate Assistant for Diversity Initiatives is to carry out the goals of the Office of Multicultural Programs (OMP) in the following ways:

1. To serve as the official advisor to the Latino Cultural Center executive board.
2. To support and be a resource to all student organizations affiliated with the LCC.
3. To foster community within the Latino/a and Hispanic student population at MIT, through the use of the Latino Cultural Center space.
4. To generate collaboration between LCC student organizations and other student groups on-campus, both cultural and non-cultural.
5. To assist in the planning of workshops, programming and retreats revolving around issues of diversity, multiculturalism and leadership development.

Specifically, the Graduate Assistant will:

1. Advise the Latino Cultural Center
2. Act as a resource for all Latino organizations.
   a. In financial matters and event planning.
   b. Identifying and serving the needs of the Latino student population.
   c. Distribution of supplemental funding to Latino student organizations.
3. Implementation of programming intended to meet the needs and fill gaps for the Latino student community.
4. Coordinate maintenance of the Latino Cultural Center space.
5. Outreach to the Latino student population at MIT.
6. Coordinate, with the other Graduate Assistant, collaborations between the Black Student Union, the Latino Cultural Center, and other cultural groups (e.g. social events, workshops, faculty talks, student conferences, etc).
7. Work with the OMP staff on the development and implementation of diversity programming
   a. Design and implementation of student focused diversity and multiculturalism workshops and programming.
   b. Research of best practices, both on- and off-campus.
8. Other duties as assigned.

SUPERVISOR:
La-Tarri Canty
Assistant Dean
Office of Multicultural Programs
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QUALIFICATIONS AND REQUIREMENTS:

As an official liaison of the Institute and a trained professional member of the OMP staff, the Graduate Assistant is expected to handle his/her responsibilities maturely and exhibit exemplary conduct while on the job.

The Graduate Assistant should be able, and have a desire, to work with students, faculty, and staff and serve as a resource to constituent groups, including student organizations and campus departments. Applicants should have good communication and organizational skills, as well as openness to diverse perspectives. Applicants should be able to take initiative in new projects. Applicants should have a strong interest in advising and learning from students while working with them to reach their goals. An understanding of, or interest in, issues related to diversity is encouraged.

All applicants must meet the following:

- Have earned a Bachelor’s degree (BA or BS) from an accredited institution.
- Have been accepted into a graduate program, preferably related to student development, higher education, or multiculturalism.
- Be able to work some evening and weekend hours, when necessary.

DURATION:

The Graduate Assistant position officially begins on August 14, 2017 and ends May 19, 2018 with an option for renewal upon completion of a satisfactory performance appraisal. The Graduate Assistant will be expected to work an average of 10 to 15 hours per week.

COMPENSATION:

The Graduate Assistant will be paid 16.00 an hour.

Personal benefits will include: gaining experience working in a multicultural setting, opportunities for networking with other MIT faculty/staff, refining the skills necessary to successfully work with a group of people, and improving the quality of personal initiative and creativity.

TO APPLY:

Please send letter of inquiry and resume to:

Alyssa Joseph
Program Manager, Office of Multicultural Programs
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alyssajo@mit.edu