Position: Graduate Assistant for Intercultural Student Affairs

Effective: August 2017– May 2018

Manager: Director of Intercultural Student Affairs

Emerson College ...is the nation’s premier institution in higher education devoted to communication and the arts in a liberal arts context.

Emerson is internationally recognized in its fields of specialization, which are communication studies; marketing communication; journalism; communication sciences and disorders; visual and media arts; the performing arts; and writing, literature and publishing.

www.emerson.edu/about-emerson

Position Summary –

The Intercultural Student Affairs Graduate Assistant position will receive advising experience, research and benchmarking experience, and programmatic development experience by coordinating and assisting with the development of projects and support services for campus culturally based groups (LGBTQ+, minority, international, and/or other marginalized groups). The position is a flexible 15 hours per week, with night and weekend commitments. This position works alongside student employees, student volunteer leaders, and other professional faculty and staff.

Core Responsibilities –

- Provide advising and administrative support to cultural/affinity organizations. Conducts weekly meetings with select cultural/affinity organizations to develop goals, review progress, and discuss challenges and solutions. Advisors recognize contributions as well as provide and solicit feedback.
- Assists in the recruitment, hiring, training and evaluation of student staff. Supervises designated student staff. Communicates daily tasks and follows-up with student staff regularly.
- Assists in the development and implementation of trainings that educate student leaders (such as Resident Assistants and Orientation Leaders) on creating and maintaining an inclusive campus community for LGBTQ+, minority, international and/or other marginalized groups.
- Assists with the planning, implementation, staffing, and evaluation of Intercultural Student Affairs events.
- Co-coordinates and co-facilitates programs including the Cultural Leadership Retreat, the Intercultural Friends Giving, MLK Celebration events, the Social Justice Academy, and the Intercultural Banquet.
- Collaborates with the division of Diversity and Inclusion and other departments including, but not limited to, International Student Affairs, Student Success, Emerson Counseling & Psychological Services, Housing and Residential Life as needed.
- Represents Intercultural Student Affairs at programs and meetings as needed.
- Creates materials and facilitates presentations to promote Intercultural Student Affairs and the Cultural Center. Provides clerical support for the department as needed including tracking budgetary expenditures.
• Assists with the development and implementation of assessment tools, collects and summarizes data, and delivers recommendations.
• Attend departmental and divisional training sessions and workshops, as required.
• Other duties as assigned.

Required Skills –

• Strong organizational and record keeping skills.
• Creativity, self-motivation and ability to work in groups as well as independently strongly preferred.
• Ability to manage projects, delegate tasks and provide excellent customer service required.
• Positive attitude.
• Demonstrated capacity to develop and maintain effective working relationships with individuals and organizations reflecting a broad range of identities, perspectives and experiences.

Preferred Skills –

• High level of cultural competence, values, ethics, and principles that align with the Emerson community, in which every voice is valued and respected and where a diverse, inclusive, work and learning environment is essential.
• Passion for the arts.

Learning Outcomes –

• Advising
  o Work effectively with, and in support of, a diverse population of students to formulate their path towards individual and organizational goals achievement.
• Research and Benchmarking
  o Stay abreast of current trends and issues within multicultural/intercultural student affairs.
• Communication & Collaboration
  o Work with a student population representing a wide range of diverse identities, cultures, and affinities.
  o Develop successful professional relationships with the individuals throughout the campus community.
• Problem Solving & Critical Thinking
  o Use discretion when dealing with liability, suitability or matters of confidentiality.
  o Diagnose problems, generate and choose between multiple solutions, and evaluate outcomes.
  o Gather and analyze information in order to formulate perspectives on professional challenges and opportunities.
• Self-Management & Appraisal
  o Articulate personal skills, abilities, and areas for growth.
  o Reflect upon, and provide analysis of, personal/professional development and learning.