



STUDENT AFFAIRS

CENTRAL MICHIGAN UNIVERSITY

Job Title: Mentoring Graduate Assistant

Department: Multicultural Academic Student Services

Date: Academic Year Assistantship, August 2023 – May 2024

About Multicultural Academic Student Services:

Multicultural Academic Student Services (MASS) is a comprehensive office, which provides academic, personal, social and cultural support to students. To empower and retain students, the office provides culturally relevant services through academic achievement, scholarship, cultural celebrations, mentoring, and intergroup dialogue which promotes the successful transition, persistence, achievement and graduation of students.

Multicultural Academic Student Services seeks to promote a campus community that fosters the holistic development of multicultural students by providing relevant services to support their academic pursuit, while expressing genuine care for their personal development and well-being, advocating on their behalf and encouraging the full use of all university resources.

General Statement of Duties:

The MASS GA will be responsible for leading the office's male-mentoring initiative Men About Change and assisting with the coordination of the Multicultural Student Leadership Conference, and the Multicultural Celebratory. In addition, they will support Get Acquainted Day and all cultural celebration programs and events. This individual will proactively work to support the programs and initiatives of the MASS office.

Minimum Qualifications:

- Earned Bachelor's degree
- Admission to Central Michigan University's College of Graduate Studies
- Previous experience mentoring students of diverse backgrounds
- Previous experience with program development and facilitation
- Strong leadership experience
- Creativity and critical thinking skills, and a desire to connect and create relationships
- Effective oral and written communication skills
- Ability to work independently

Responsibilities (subject to include):

- Assist in coordinating special events and cultural celebration programs with MASS staff
- Assist in the recruitment of students to participate in various leadership conferences
- Coordinate the facilitation of the Multicultural Celebratory (Fall and Spring)
- Check in and out with professional staff for any changes to daily tasks and assignments
- Attend weekly MASS staff meetings
- Research current trends for multicultural student engagement and leadership opportunities
- Submit monthly reports to CSID executive director
- Submit end-of-the-year legacy notes

Programs

- Get Acquainted Day, cultural celebration programs (with assistant director of Multicultural Student Education)
- Men about Change and Multicultural Student Leadership conferences (with assistant director of Mentoring Initiatives)
- Multicultural Celebratory (with Center for Student Inclusion and Diversity GA)

Engagement

- Serve as the MASS representative for University-wide outreach/engagement programs (when applicable)
- Student activities and personal advising

Time Commitment

Graduate Assistants are required to provide 20 office hours per week in the MASS Office performing general administration duties and position specific responsibilities.

Additional Information

- Employment is normally for the academic year; however, continued employment is subject to satisfactory performance. Individual evaluations of staff will be made during each semester by the CSID executive director.
- The MASS Office recognizes Graduate Assistants as strong role models for all students. It is expected that staff members present a positive attitude and example with regard to responsible behavior.
- Other duties as assigned. The MASS professional staff may discover needs during the course of the academic year that are not addressed in this job description.