I. POSITION INFORMATION

JOB TITLE
Graduate Assistant for Multicultural Programs

HOURS/COMPENSATION
Up to 15 hours per week/$13.00 an hour

LOCATION
Cross-Cultural Center (CCC)

LENGTH OF APPOINTMENT
August 2016 - May 2017

II. GENERAL SCOPE

Under the general supervision and guidance of the Associate Director of Multicultural Programs, the Graduate Assistant (GA) will work as a generalist within the CCC developing social justice resources by creating, implementing, and assessing programmatic initiatives, training and supervising student specialists and fostering an inclusive learning environment on the CSUSM campus. The GA will work collaboratively with campus departments and community partners to cultivate intercultural dialogue, coordinate workshops to increase cultural intelligence and awareness, and promote social justice at CSUSM.

III. MULTICULTURAL PROGRAMS/CROSS-CULTURAL CENTER

Multicultural Programs within the Office of Student Life & Leadership provides intentional learning experiences that educate and support students in order to engage them in the process of social justice, action and change. The CCC offers programs and services that foster an inclusive environment to: encourage the full and equitable participation of all students, educate and spread awareness about social justice and multicultural issues, and support underrepresented and historically marginalized populations within the larger campus community. With a student-focus, the CCC holds workshops and trainings around the intersectionality of identities and supports programs that further social justice on campus in order to create a community of socially conscious citizens who actively work toward a more just and equitable world.

IV. DUTIES

• Assist with the planning and development of the annual Social Justice Summit and subsequent programming including supervision and training of student facilitators.
• Support the Peer Mentoring Program through advisement of mentors and mentees.
• Develop and implement assessment tools and reports to determine impact of services by the CCC.
• Coordinate calendar of social justice related events, workshops, and trainings, including publicity and marketing (e.g. Tukwut Talks: Conversations with Faculty, webinars, etc.).
• Assist with administrative duties to successfully manage the day-to-day operations of the CCC.
• Serve as an active member of the SLL department, attend meetings, and contribute to departmental goals and objectives.
• Perform other duties as assigned by the Associate Director and assume additional responsibilities within the scope of the position as required.

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V. **SKILLS**
- Ability to work with a diverse student population.
- Awareness of basic social justice concepts.
- Strong organization, communication, and leadership skills.
- Proficient in Microsoft Office Suite (Word, Excel, Publisher, and PowerPoint) and/or Adobe Creative Suite (Photoshop, InDesign, Illustrator).
- Ability to serve as a role model for undergraduate students.
- Highly motivated, detail orientated, and enthusiastic.
- Familiarity with departmental and campus related policies and procedures.
- Develop working relationships with campus partners.
- Strong written and verbal communication skills.
- Ability to work independently with frequent interruptions and changing priorities.
- Solve problems with limited supervision.

VI. **REQUIREMENTS**
- Must be enrolled as a part-time or full-time student in a Student Affairs-focused program.
- Must be available to work up to 15 hours per week during the academic year, including some weekends and evenings.
- Available to work full 2016-2017 academic year.

VII. **LEARNING OUTCOMES**
- Identify leadership strengths and areas of continued development.
- Engage in meaningful outcomes-based assessment and collaboratively designed student learning outcomes.
- Apply research to practice in an area of specialization within student affairs in postsecondary education.
- Develop programmatic ideas and implement programs effectively.
- Apply student development theory(s) to student leader advisement in one-on-one and group settings.

Apply by submitting a cover letter and resume to Floyd Lai at flai@csusm.edu. Position will remain open until filled. Interviews will be scheduled with qualified applicants.