

**MEDAILLE COLLEGE
POSITION DESCRIPTION**

- TITLE:** Graduate Assistant - Multicultural Education & Diversity
- REPORT TO:** Dean of Student Affairs
- COMPENSATION:** \$9,000 Stipend/Tuition
Health Insurance Optional
- QUALIFICATIONS:** Bachelors degree required. Must be enrolled in a graduate program leading to student affairs work in higher education or related area. Experience in a multicultural environment preferred.
- DESCRIPTION:** A full-time graduate assistantship supporting the enhancement of the Center for Multicultural Education and Diversity through the implementation of programs that create an inclusive campus culture and community that celebrates human diversity. Serve a minimum of 20 hours a week; flexible schedule a *must*.
- TERMS:** August 17, 2009 to June 18, 2010, evenings/weekend hours included.

DUTIES AND RESPONSIBILITIES

- Assist in planning traditional educational programming to promote diversity awareness on campus
- Co-facilitate educational and social workshops that promote diversity and awareness among all college constituents, utilizing the local community, faculty, and administrators on campus
- Assist in planning a welcome reception in fall/spring for students, to assist in facilitating new admits with faculty/administration on campus
- Assist in development of a mentor program to enhance retention efforts linking students to faculty/ administrators on campus, with monthly attended events
- Additional responsibilities as assigned

SUBMIT: Cover letter, resume, and (3) references to:
Amy DeKay
Interim Dean of Student Affairs
Medaille College
18 Agassiz Circle
Buffalo, New York 14214
(716) 880-2224