

Graduate Assistant

Posting Details

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Requisition Number: 2020-60GA

POSITION INFORMATION

Position Title Graduate Assistant - Student Affairs

Working Title Graduate Assistant

Position Number: G98041

Is this a new position? No

FTE 1.0

Pay Rate \$3750.00 (Spring/Fall)

Funding Source DEPT

FOAPAL 100010 320200 5100

DEPARTMENT INFORMATION

Department 320200-Center for Multiculturalism and Inclusivity

Supervisor Name: Dr. Lover Chancler

Supervisor Information: Director, Center for Multiculturalism and Inclusivity

Supervisor Phone/Extension: 660-543-8049

Supervisor Email: chancler@ucmo.edu

Working Hours: 20 hours per week, schedule varies

Posting Date: 04/14/2020

Open Until Filled No

Job Description:

The Graduate Assistant will work directly with the Center for Multiculturalism and Inclusivity under the Office of Student Experience and Engagement to facilitate communication with UCM's underrepresented student populations. The GA will also serve as an educator, mentor and advocate for these students, assist with campus-wide education initiatives and may be asked to serve on various university committees. The primary function of the GA will be to serve as a liaison between the underrepresented students and student groups and the UCM administration. This role is essential in supporting UCM's diverse and welcoming community while supporting the campus' value of offering students a worldly perspective. Additionally the GA will be a primary point of contact for students who may be experiencing issues with roommates and other students, feelings of discrimination, as well as incidents of perceived intolerance by UCM

faculty or staff. This GA position will enhance enrollment, retention and graduation of students.

Realizing the importance of an inclusive campus, the Graduate Assistant will work to maintain and increase UCM's inclusiveness through the following duties:

Report to Center for Multiculturalism and Inclusivity

Plan, schedule and execute diversity training for UC faculty, staff and students

Serve as a resource for students with concerns relating to discrimination

Serve on the Unity Week committee

Maintain website content and a contact for for student with diversity related issues.

Research national resources and program that could have resources for the university

Participate in SAFE Zone training and assist with training efforts for other offices

Maintain up-to-date certification for Title IX .

Education & Formal Training

Bachelor's degree (Specify field(s) of study below)

Computer Skills

Word-Processing, Spreadsheet, Presentation

Other Education & Formal Training:

Minimum GPA of 2.70 for all undergraduate coursework. Experience working with students of diverse educational, racial, ethnic and cultural backgrounds preferred.

Experience:

Other Experience:

Special Skills, Abilities, and Knowledge:

Attention to detail, Communication skills, including oral, written, and/or nonverbal, Human Relations/Interpersonal skills, Leadership skills: organization/meeting facilitation/project leadership, Ability to manage multiple concurrent projects and meet deadlines, Maintain confidentiality

Other Special Skills, Abilities, and Knowledge:

Special Working Conditions:

Irregular work hours, Professional appearance

Other Special Working Conditions:

Pass Message:

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message:

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Special instructions to applicants:

Only complete applications will be considered for graduate assistant positions. Once an application has been submitted, you are not permitted to make changes or upload additional documents to the application. You must upload all transcripts and official reference letters at the time of submission. Applications will be denied if reference letters and transcripts are not included.

Notes for Applicant Email:

Proposed Starting Date:

08/10/2020

End Date:

12/11/2020

Internal Documents

No documents have been attached.

Required Documents

Required Documents

1. Cover Letter
2. Transcripts
3. Reference Letter 1
4. Reference Letter 2
5. Reference Letter 3
6. Resume

Optional Documents

None

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you currently admitted to a graduate degree program?
 - Yes
 - No
 2. * If you've taken graduate level courses, do you have a graduate GPA of 3.0 or higher?
 - Yes
 - No
 - N/A
 3. * If you've never taken graduate level courses, do you have an undergraduate GPA of 2.70 or higher?
 - Yes
 - No
 - N/A
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Search Committee/Preparer

Name	Email	Chair?	Status
Lover Chancler	chancler@ucmo.edu	Yes	approved