

Graduate Assistant, USM Multicultural Student Center

Supervisor Name: Anila Karunakar

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Primary Job Duties:

- Oversee the daily operation of the Multicultural Center.
- Hire, train, schedule and supervise 5 work study student employees.
- Assist in the planning, publicity, execution, and evaluation of programs for the office surrounding a range of topics including multiculturalism, diversity, race, class, ethnicity, nationality, and culture. Develop plans for both long term recurring events (such as awareness months and annual festivals) and short-term/one off events (guest speakers, exhibits, etc.).
- Work in coordination with relevant student organizations to encourage attendance at cultural activities and programs on campus, while serving as a referral and resource to student organizations and campus groups regarding issues of multiculturalism and racial and ethnic diversity.
- Collaborate with The Well, The Center for Sexuality and Gender Diversity, The Veteran's Resource Center, and other affiliated departments.
- Coordinate and maintain programmatic strategies for the Multicultural Student Center (social media management, events calendar, newsletter, etc)
- Assist with the administration, development and supervision of the Multicultural Student Center in Woodbury as a comfortable inclusive space for members of the USM community.

Alternate Job Duties:

- Assist with the planning and execution of the Social Justice Summit.
- Assist in the development of the Boxes and Walls Program.
- Assist with office coverage and administration of the Campus Life Office and Information Desk in Woodbury Campus Center.
- Collaborate with community partners for resources and special events.
- Occasional night or weekend hours may be requested.

Compensation: Monthly stipend of \$1000/month September through May (9 months) in exchange for 20 hours per week.

Plus, the option of beginning in August for (approximately \$1000 for the month of August).