

**CC AND SEAS OFFICE OF MULTICULTURAL AFFAIRS, COLUMBIA UNIVERSITY
2011-2012 ACADEMIC YEAR**

FOUR GRADUATE ASSISTANT POSITIONS:

**Graduate Assistant for Multicultural Affairs – Leadership and Advisement
Graduate Assistant of Multicultural Affairs – Diversity Education and Training
Graduate Assistant for Multicultural Affairs – LBGTQ Programming and Training
Graduate Assistant for Multicultural Affairs – Intercultural Resource Center**

****Please note all positions will begin mid-August 2011****

If interested, please send your resume and cover letter to multicultural@columbia.edu. In your cover letter, please specify which position(s) you are applying to.

Deadline to apply is Friday, May 6th.

To learn more about the OMA, please visit: www.studentaffairs.columbia.edu/multicultural/

Graduate Assistant for Multicultural Affairs -- Leadership and Advisement

The GA will support the OMA Assistant Director with the advisement of student organizations and cultural heritage months (specifically Native American Heritage, Black Heritage, and Asian Pacific American Awareness Months) by providing guidance on event management, University policies and procedures, and leadership development to student leaders. Additionally, the GA will assist with the programming associated with the opening receptions for each heritage month.

The GA will work with the OMA Assistant Director in hosting and facilitating regularly scheduled discussion groups that explore various political and social themes targeted to specific communities – for instance women of color, racial/ ethnic communities, or membership of a student club. The GA will be responsible for assisting with constituency-based outreach.

The GA may support in office projects, such as conducting research and maintaining contact with other colleges and universities to keep the office abreast of current trends within multicultural affairs in higher education.

The GA will participate in Multicultural Affairs and Student Affairs committees, trainings, retreats and general campus activities that are supportive of Multicultural Affairs and Student Affairs as needed.

The GA must be available for frequent evening and weekend programs and meetings.

Graduate Assistant of Multicultural Affairs – Diversity Education and Training

The Graduate Assistant will assist the Office of Multicultural Affairs with the development and implementation of diversity education programs and trainings for Columbia undergraduate students, and with the administration and advising of the Respecting Ourselves and Others Through Education (ROOTEd) Program.

ROOTEd is a peer facilitation program focusing on student-run conversations on issues of social power and privilege. Responsibilities will include assisting with participant selection, two weekend-long training retreats in fall and spring, curriculum development, scheduling, team development, supervision and advisement of the co-coordinators, and program evaluation. The general advising component for the 15 ROOTEd student facilitators will include weekly attendance at their Monday night program, weekly meeting with the group, and one-on-one mid-year and end-of-the-year meetings with facilitators to assess team process and offer constructive feedback. [60%]

The GA may be asked to prepare or assist in preparing reports and in-house publications relating to diversity education as well as gathering up to date research in the area. [10%]

Additionally, the GA will participate in Multicultural Affairs and Student Affairs programs, trainings, retreats, and general campus activities that are supportive of Multicultural Affairs and Student Affairs. [30%]

The GA for Diversity Education and Training must be available for evening programs (particularly Monday nights) and occasional weekend trainings.

Candidates with a strong background in group facilitation, facilitation training and multicultural/diversity training are preferred. PhD students are highly encouraged to apply.

Graduate Assistant for Multicultural Affairs – LGBTQ Programming and Training

The Graduate Assistant will co-coordinate (with an Assistant Director) the Queer Peers online chat program including supervision and training of student volunteers. A training model will be developed that includes topics such as active listening skills, LGBT identity/multiple identity development, health issues and online safety. The GA will participate in monthly meetings with all student participants and provide ongoing supervision and training as topics arise.

The GA will help facilitate (with an Assistant Director) Safe Zone trainings for students, staff and faculty. Trainings will cover issues such as coming out for LGBT students, identity development, transgender issues and multiple identities (race, religion, sexual/gender identity). The GA will also provide support surrounding the planning, outreach, and advertising for programming such as general educational programming, LGBTQ leadership retreats, Coffee in the Hub, and special discussion groups.

The GA will work in collaboration with Multicultural Affairs and Student Affairs staff members and other GAs to coordinate ongoing diversity related community programming and conduct diversity-related research.

The GA will co-advise Queer Awareness Month celebrations and provide guidance and assistance where needed. Additionally, the GA will specifically assist with the programming associated with the opening receptions for QuAM.

The GA will assist in hosting and facilitating with the OMA Assistant Directors regularly scheduled discussion groups that explore various political and social themes targeted to specific communities – for instance members of the international student community, the LGBTQ community, racial/ ethnic communities. The GA will be responsible for assisting with the development and programming of the undergraduate programming that focus on social justice, diversity, and constituency-based outreach (for instance, students of color, LGBTQ students, and international students).

The GA will be responsible for conducting research and maintaining contact with other colleges and universities to keep the office abreast of current trends within multicultural affairs in higher education.

The GA will participate in Multicultural Affairs and Student Affairs committees, trainings, retreats and general campus activities that are supportive of Multicultural Affairs and Student Affairs and must be available for frequent evening and weekend programs and meetings.

The GA will assist in overseeing the Queer Leaders Caucus as well as the Stephen Donaldson Lounge Committee. The GA will also help maintain an all student event calendar on the LGBTQA OMA webpage.

The GA must be available for frequent evening and weekend programs and meetings.

Graduate Assistant for Multicultural Affairs – Intercultural Resource Center

The Intercultural House (ICH) is the living-learning component of the Intercultural Resource Center (IRC), which is part of the Columbia College and School of Engineering and Applied Science's Office of Multicultural Affairs. The Intercultural House has a unique social justice focus that is manifested through the student programming initiatives of its diverse living community. The GA will assist with the oversight of the Intercultural House (i.e., design, implement and supervise educational programs for students residing in the ICH). The GA will be responsible for supervision of the RA and will work closely with the RA to foster a sense of community. The GA will also facilitate monthly house meetings focusing on community building, group dynamics, and project planning. The GA will supervise student-run programs and initiatives, and provide one-on-one support for residents of the house.

Additionally, the GA will be responsible for assisting with IRC programming and with diversity-related Columbia community programming sponsored by the CC/SEAS Office of Multicultural Affairs. The GA will be responsible for assisting with the development of campus-wide programs that focus on social justice, diversity, and constituency-based outreach (for instance, students of color, LBGTQ students, and international students).

The GA will participate in Multicultural Affairs and Student Affairs committees, trainings, retreats and general campus activities that are supportive of Multicultural Affairs and Student Affairs.

The GA must be available for frequent evening and weekend programs and meetings.