**Graduate Assistant – Multicultural Student Specialist**

**Start Date:** July 5, 2021 – December 17, 2021

**Summary:**  UW-Green Bay in Green Bay, WI is seeking a graduate assistant to serve as a graduate assistant and multicultural student specialist for the Multi-Ethnic Student Affairs (MESA) Office reporting to the Diversity Director. MESA reports directly to the Vice Chancellor of Inclusivity and Student Affairs.

The multicultural advisor is responsible for advising prospective and enrolled multicultural students and for developing programs and activities to enhance awareness of and appreciation for cultural diversity on the campus. The advisor assists with recruitment and retention of multicultural students. The advisor places a particular emphasis on the needs of African American, Asian, Southeast Asian, Hispanic and American Indian and alumni of listed racial/ethnicity heritage and background. The advisor shows initiative in developing new programs and is motivated to work independently as well as collaboratively with the Multi-Ethnic Student Affairs (MESA) team and other university departments. The advisor works closely with various academic departments and student service offices and serves as a community liaison to actively support campus efforts to recruit, retain and graduate students of color.

This is a part-time (July 5, 2021 – December 17, 2021) consisting of 20 hours per week.   
  
Compensation: $1380.83/month

**Essential Job Functions and Responsibilities:**

**Advising**

• Serve as a resource person, advisor, advocate and mentor for multicultural students. This includes assisting with the preparation of academic scholarship, career development, and advanced study opportunities for students, facilitating access to university resources and service offices, and serving as a liaison for students on issues of race, ethnicity and current multicultural issues.

• Monitor the academic progress of multicultural students who are on academic probation and assist them in accessing intervention and academic assistance services.

• Assist new multicultural students with making a successful transition to college.

**Campus/Community Outreach**

•Plan and implement events and programs for the Multi-Ethnic Student Affairs (MESA) and collaborate and coordinate with the university community enhancing cultural awareness and student development.

• Create educational programs that foster learning around issues related to race, ethnicity, national origin, gender, socio-economic status, and ability and their intersections.

• Participate as a teacher in Pre-College, TRIO summer programs.

• Participate in campus wide committees, task forces, programs and initiatives that support diversity awareness and multicultural education, and collaborate with academic and administrative units to provide education and support services that promote the retention and graduation of multicultural students.

• Maintain records, submit reports, process forms, draft memoranda and proposals, and use communication skills (written, oral and electronic) as needed.

• Participate in professional development activities and continue to learn about the various cultures represented at UW-Green Bay and in the community.

**Retention**

• Serve as the multicultural representative on university search and screen committees.

• Assist with community outreach efforts to high school students, parents, and community groups.

• Act as advisor to multicultural student organizations as needed

**Required Minimum Qualifications**:

* Currently enrolled in Master’s degree in social work, college student personnel, counseling, educational leadership, or a related field.
* Demonstrated experience in academic success programming for multicultural students such as conducting academic interventions, developing first-year experiences, implementing scholarship programs, and/or academic advising.
* Proven level of cultural competency and experience working with underrepresented populations.

**This person reports directly to the Diversity Directory and will be trained by the MESA staff.**