



Title: **GRADUATE ASSISTANT FOR ADVOCACY AND OUTREACH**  
Hours per week: 20 hours (some evenings and weekends)  
Length of assignment: August 8, 2008, until May 9, 2009.  
Location of workstation: Multicultural Resource Center (062 EUC)  
Supervisor: Assistant Director of Multicultural Affairs  
Salary: \$12,000 for academic year

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## QUALIFICATIONS:

*Applicants pursuing a master's degree in higher education, counseling, educational administration, or closely related field are preferred.*

- Must be detail-oriented and have strong organizational skills
- Must have good communication skills, both written and oral
- Must have solid presentation experience
- Must have interest in developing multicultural programming
- Must be outgoing and have a positive manner
- Must have computer experience with Microsoft Office

## JOB DESCRIPTION:

### **Outreach Duties**

- Assist in planning and implementing outreach activities for targeted communities, such as African American male students.
- Help plan, coordinate and monitor the LinkUp program
  - Assist with planning and implementation of LinkUp Mentor training in May, August, and January.
  - Supervise LinkUp Mentors and coordinate bi-weekly LinkUp Mentor staff meetings.
  - Coordinate planning and implementation of monthly LinkUp Program activities and informational presentations with LinkUp Mentors.
  - Monitor LinkUp Mentor interaction with protégés and keep Assistant Director informed of activities and concerns
- Assist in planning and supporting projects organized by student organizations, such as the LIFT Conference (Latinos Impacting Future Trends) sponsored by SALSA
- Provide support and outreach for Diversity Alliance of Presidents (e.g. guidance in recruitment, fund-raising, and event planning strategies; and organizational development opportunities).
- Assist with new initiatives to address issues involving uninvolved students.
- Develop and maintain an advocacy/resource directory of campus and community organizations.
- Complete other tasks as assigned.

### **General OMA Duties**

- Assist in departmental efforts for university events such as Welcome Week, Fall Kickoff, Admissions event, Commuter Delis, and SOAR.
- Assist with the coordination of events including but not limited to MRC Open House, Scholars Recognition Program, End of Year Appreciation activities and other OMA programs as needed (Assigned events and needed times are subject to change).
- Develop and update a resource guide of social justice engagement opportunities in the community to encourage student involvement in service projects
- Complete other tasks as assigned.

### **General MRC Assistance and Library Duties**

- Provide assistance and information for students, faculty, and staff who visit MRC.
- Maintain and update MRC activity logs.
- Maintain the MRC display case with culturally themed exhibits that change twice a semester.
- Develop weekly podcast schedule for large screen viewing
- Maintain and update library transaction logs.
- Research new resources and services for MRC library and coordinate cataloging as needed with Jackson Library personnel.
- Complete other tasks as assigned.

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## Contact Information

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