Graduate Assistant for the Multicultural Resource Center
University of North Carolina Charlotte

Position title: Graduate Assistant for the Multicultural Resource Center (MRC)

Position number: N/A

Report to: Assistant Director

Position Summary: Work under the direction and supervision of the Assistant Director. The Graduate Assistant will aid in the facilitation of social, educational and cultural programming. The Graduate Assistant will work closely with the Multicultural Student Council, serving as the primary advisor to the group. The Graduate Assistant will provide advice and organizational/programmatic support to various multicultural student organizations as well as to organizations seeking aid in developing and implementing multicultural programs and education.

The primary areas of responsibility for the graduate assistant are as follows:

A. Multicultural Event Development and Marketing
   a. Edit and produce the Multicultural Resource Center’s weekly newsletter
   b. Edit and produce the Multicultural Resource Center’s monthly calendar
   c. Assist in the development of events designed to increase cultural awareness (seminars, lectures, workshops, etc.)
   d. Support activities that address the social, cultural and educational needs of particular interest to multicultural students and organizations
   e. Create passive educational materials to be accessed by the campus community

B. Student Group Advising
   a. Advise the Multicultural Student Council
   b. Aid student organizations with organizational development and group dynamics.
   c. Assist in advising multicultural student organizations on program development, production issues, marketing and production techniques
   d. Assist in assessing the needs of multicultural students and organizations

C. Training & Education
   a. Serve as a diversity and social justice educator by executing workshops for the campus community and train members of the Multicultural Student Council to do the same.
   b. Manage the Request a Program process for the MRC to be executed primarily through Multicultural Student Council.
   c. Assist in coordination and design of activities for student organizations supported through the Multicultural Resource Center.
   d. Assist in the development of leadership training and personal/professional development

D. Other Duties As Assigned

Qualifications
Must have a baccalaureate degree and be currently enrolled full time in a graduate program at UNC Charlotte. The assistantship is available to graduate students of any program; however, there is a strong preference for education, counseling, psychology, sociology, or related areas. Candidates must be enthusiastic, collaborative, and versatile with strong communication skills. Candidates must have experience working with Microsoft Office applications. Ideal candidates would have knowledge of event planning and experience working with students and student organizations.

This position requires 20 hours a week, including some evening and weekend availability. Strong interpersonal, communication, and leadership skills are essential.
How to Apply

1. Review the Graduate Assistant Position Description.
2. Fill out the Graduate Assistant Application:
3. Submit application, cover letter, current resume, and contact information for at least two references by mail to: mrc@uncc.edu.