Multicultural Academic Services
Building Better Brothers (B3) Graduate Assistant Position Description

The Building Better Brothers (B3) program is designed to increase the retention and graduation rates of minority and underrepresented males. The central goal is to produce graduates who achieve academically, are prepared for post graduate life, and ready to make positive contributions to the campus and greater communities. The B3 Graduate Assistant (GA) reports directly to the Assistant Director of Multicultural Academic Services (MAS). The appointment is 20 hours per week during the fall and spring semesters. Continuance of the assistantship is contingent upon satisfactory performance in all course work as well as GA duties within the office.

Responsibilities

• Conduct academic workshops and presentations
• Assist with maintaining program records of participants participating in workshops
• Assists with all outreach efforts and programming (SOAR, EXPLORE, Admitted Students Day, GEAR UP events, etc.)
• Contribute to the development and analysis of student surveys and evaluations
• Conduct research related to B3 based on student evaluations and feedback
• Responsible for coordinating B3 undergraduate student leadership
• Assist with publicity and recruiting efforts of office programs
• Assist with maintaining office website and online calendar
• Assist with maintaining social media presence of the office
• Assist with development and/or managing online application forms
• Attend office programming and events
• Ability to work nights and weekends as needed
• Other duties as assigned by Director, Associate Director and Assistant Director

Qualifications

• Enthusiasm to work with UNC Charlotte students and a strong desire to help them succeed
• Ability to create and foster interpersonal relationships with students, campus and community partners and MAS staff
• Strong communication skills, written and oral; effective organization skills
• Proficiency with Adobe Creative Suite and Microsoft Office software
• Experience working with diverse students preferred

Salary: competitive
Expected Start Date: August 21, 2017

To Apply: Submit resume and cover letter outlining qualifications along with a letter of reference to:

Mr. Shawn Simmons, Assistant Director
Multicultural Academic Services
Colvard North Suite 2409
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704-687-0033