



Student Center for Reconciliation and Diversity

Job Description

Title: CCSD Graduate Assistant, Ethnic Organization

Commitment: August 17^h, 2023 – May 6th, 2024

Reports to: Program Coordinator, Student Center for Reconciliation and Diversity

Location: East Campus

Environment: Shared workspace with other interns/Personal laptop needed

General Responsibilities and Expectations:

The Ethnic Coordinator supports first-generation college students participating in the GEN1Scholars program and Ethnic Organizations through programming, one-on-one counseling and advising, and resource dissemination and referral.

Specific Duties:

- Provides advice and counsel to EO students' transitions and persistence at APU, and overall well-being and success.
- Assist in the support services of first-generation college students in the areas of mentoring, assessment, workshops, and research.
- Develop and coordinate event planning and conduct workshops for students and families.
- Conducting one-on-one and small group advising sessions and workshops with participants.
- Assist in developing and coordinating training designed to enhance knowledge of how to support diverse student populations among first-generation college students.
- Assist in the coordinating and planning of GEN1 Scholars' activities, special events, and workshops.
- Assist in the development of relationships with Student Life and Academic Affairs offices.

- Create and analyze qualitative and quantitative data reports based on student and faculty/staff survey responses.
- Oversee development and maintenance of assessment reports and statistics on the website.
- Organizes, plans, and implements social and developmental activities for Ethnic Organizations.
- Effectively communicates foundation and SCRD requirements, deadlines, and opportunities for growth and development to all Ethnic Organizations.
- Maintains programming and EO budgets, and provides updated reports to the program coordinator concerning spending, deposits, and needed funding.
- Researches ideas, theories, and innovative programs that can contribute to and improve the current structure of the four student-led Ethnic Affinity groups.
- Researches and updates scholarship opportunities and publicizes deadlines via handouts, social media, and e-mail communication.
- Work directly with the Program Coordinator and support the office tasks.
- Responds to students and community members who inquire about information on the Student Center for Reconciliation and Diversity, ethnic organizations, and scholarship programs.
- Serves as the Student Center for Reconciliation and Diversity representative at on-campus events.
- Performs other duties as assigned by the Program Coordinator.

The graduate assistant will gain experience in the following CCSD competencies:

1. Pluralism, inclusion, and social justice
2. Counseling and advising
3. Visionary leadership
4. Quality programming
5. Assessment and evaluation
6. Budgeting and fiscal management

Preferred Qualifications:

- Have life experiences with barriers similar to those of the first-generation college population.
- Knowledge of college access and educational advising issues such as securing scholarships, major and course selections, and graduate/professional school application and admissions.
- Proficiency with Google Suite.
- Experience with event planning.
- Experience with budgets and expense tracking.
- Experience developing marketing material, infographics, and brochures.

Qualifications and Expectations:

- Demonstrates a passion and commitment to diversity.
- Demonstrates evidence of knowledge, education, and experience with diversity and cross-cultural awareness through formal training, work experience, leadership involvement, and personal experience.
- Awareness of issues facing first-generation, low-income, Latino student populations is desirable.
- Ability to work well in a team and independently.
- Possess excellent communication skills.
- Ability to multitask.
- Ability to focus and prioritize in a high-activity and student-traffic environment.
- Adhere to university policies and standards of conduct.
- Work in the SCRD for up to twenty hours per week.
- Attend and participate in SCRD training and staff retreat in August, New Student Orientation in September, and any required SCRD staff events.
- Intermediate to high proficiency in Spanish is preferred.

Weekly Tasks:

- Correspondence with the Ethnic Organizations
- One-on-one meetings with Ethnic Org Presidents
- Weekly staff meetings and one-on-one meetings with the supervisor
- Planning for educational/developmental events
- Researching applicable theories and best practices
- Networking meetings with relevant departments, faculty, and staff
- Assisting with team projects and special events

APPLICATION:

Contact: Student Center for Reconciliation and Diversity; scrd@apu.edu (626) 815-6000 extension 3727