

## **CROSS-CULTURAL CENTER**

### **Graduate Assistant**

20 hours per week

**The Cross-Cultural Center:** The Cross-Cultural Center (Tri-C) serves many functions at Stetson University. Our mission is to cultivate a welcoming and inclusive campus community where a Stetson education – extraordinary, accessible, personalized, and intellectually vibrant – becomes a reality for students from all social, ethnic, geographic, and economic backgrounds. The Office of Diversity and Inclusion strives to cultivate a vibrant and inclusive campus environment where all students, especially those from underrepresented backgrounds and those actively involved in Multicultural Student Organizations (MSOs), can flourish. We achieve this by providing comprehensive support systems – including direct advising for MSOs, individual leadership mentoring, and crisis intervention services – to empower these student groups and individuals. Furthermore, we collaborate with faculty to address intercultural issues and weave multicultural experiences into the curriculum itself, fostering a more inclusive learning experience. By developing co-curricular opportunities that enrich student learning beyond the classroom and celebrate diversity, we contribute to a richer educational experience for all.

**YOUR TEAM:** The Cultural, Civic, & Community Engagement team creates paths to broaden and deepen learning, so that students leave with support and insight into the University's values, including personal and social responsibility, engaged citizenship, holistic wellness, and post-graduate success. Those who engage in the Stetson experience will be identified by their future family, local and work communities as critical thinkers, servant leaders and informed inclusive problem solvers ready to contribute, advocate and lead while addressing world issues and catalyzing community development.

**THE OPPORTUNITY:** Reporting to the Associate Director of the Cross-Cultural Center (or their designee), the Graduate Assistant is considered a paraprofessional staff member who works in Stetson University's Cross-Cultural Center. The Graduate Assistant will assist with the coordination, operations, and evaluation of the Cross-Cultural Center; coordinate efforts that support the development of multicultural students; correspond, engage and empower these students to participate in campus vibrancy initiatives; monitor and assess mentor interactions with mentees; and coordinate community engagement opportunities.

**RESPONSIBILITIES:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 50 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

- Maintain facility reservations for reservable spaces and access (key and S2) for the Cross-Cultural Center spaces
- Assist with management of Cross-Cultural Center marketing presence on campus, including but not limited to, departmental websites, facility signage, social media, and promotional brochures.
- Monitor and report safety, security, and risk management issues for building operations and departmental events.
- Conduct regular building walk-throughs addressing concerns proactively and submitting work-order requests as needed.
- Advise the Associate Director of the Tri-C on the evaluation, revision, and implementation of all facility rules, policies, and procedures.
- Attendance in weekly staff meetings, weekly one-to-one meeting with supervisor, student staff meetings, and division meetings.
- Support campus efforts around diversity and inclusion.
- Perform other intentional duties that contribute to the University mission as assigned including shared governance through community work.
- Promote and support existing University programs designed to create a welcoming environment and promote academic success with all students.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

## **QUALIFICATIONS:**

Minimum:

- Bachelor's degree.
- Prior and demonstrated experience in event programming in a college or university setting.
- Excellent organization, analytical, and computer/pc skills.
- Ability to communicate effectively with people from different social, cultural and educational backgrounds and experiences and positively connect/interact with diverse students, parents, scholars, faculty, staff.
- Excellent communication skills.
- Excellent community building capabilities.
- Passion for student development.
- Strong written and verbal communication skills.
- Diligent attention to detail and meticulous record-keeping.
- Sound professional judgment and a strong sense of ethics.
- The ability to work effectively and successfully engage in a global and multicultural climate.

## **Assistantship Qualification, Expectations & Benefits**

Students must have completed their bachelor's degree before starting a graduate assistantship and students must be unconditionally or provisionally admitted to one of the following Stetson graduate program: Accounting, Business Administration, Clinical Mental Health Counseling, or Marriage, Couple, and Family Counseling.

Students must take a minimum of six credit hours each semester (with the exception of Summer between enrolled semesters) and maintain a clear student conduct record throughout the duration of their employment. Students are not eligible for a graduate assistantship if they are receiving the in-service tuition/scholarship discount.

Graduate assistants are expected to work 20 hours per week. The student's schedule will be determined each semester in consideration of the student's course schedule and departmental needs. Some departments host events that may necessitate evening and/or weekend hours. Graduate assistants are not expected to work on University Holidays (e.g. July 4) but should work with supervisor to understand expectations for additional vacation/break time. Sick leave will be considered by their supervisor as needed.

- Graduate assistant positions are awarded for a one-year period (July 1 – June 30). There is no expectation or guarantee that the graduate assistant position will be awarded in successive years to the same person.
- Graduate assistants are compensated through a combination of scholarships and stipends, including:
  - A scholarship equal to tuition for up to four courses each year (two in Fall term, two in Spring term, none in Summer term) not to exceed \$1,097 per credit and \$6,582 per semester. Students will be responsible for tuition exceeding the \$6,300 maximum each semester. Please be aware that the graduate assistantship scholarship is a tuition benefit and may be considered taxable income.
  - A stipend of \$250 bi-weekly during the academic year (40 weeks) and \$600 bi-weekly in the summer (12 weeks) not to exceed \$8,360 for the fiscal year. It is expected that the graduate assistant will work with their supervisor to plan 20 hours of paid vacation during the summer months.

## **WORK SCHEDULE:** May work some evenings and weekends.

Graduate Assistant must work 20 hours each week. The work schedule is developed semesterly with supervisor and may be adjusted for evening or weekend programming as necessary.

**WORK ENVIRONMENT:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions. GA may be working in a flex office space or at a reception desk.

**APPLICATION PROCEDURES:** Email cover letter and resume to [Alexandria Belk, acbelk@stetson.edu](mailto:Alexandria.Belk@stetson.edu).

*It is the policy of Stetson University not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics or any other category protected by federal, state or local law in its educational programs, admissions policies, financial aid, employment or other school-administered programs.*

*Stetson University's [commitment to non-discrimination and to equal employment opportunity](#) applies to all personnel actions. These include, but may not be limited to, recruitment and employment, advancement and promotion, compensation, benefits administration, training and development.*