STUDENT EMPLOYMENT OPPORTUNITY

Office of Multicultural Affairs
GRADUATE STUDENT ASSISTANT FOR MULTICULTURAL PROGRAMS
Academic Year 2011-2012

The Office of Multicultural Affairs is seeking a qualified student to fill the position of Graduate Student Assistant for Multicultural Programs. This position supports the office’s mission to provide outreach, programs, and services that help Stony Brook University maintain an all-inclusive campus community where human diversity is learned, appreciated, and valued. The Graduate Student Assistant is responsible for assisting with developing and implementing multicultural programs for the Stony Brook community, advising a multicultural student organization, and performing related administrative tasks. This position is supervised by Cheryl Chambers, Associate Dean for Multicultural Affairs. **Special Note: This position is subject to the availability of State funding and may be discontinued at any time during the period of employment should funding be discontinued. A Tuition Scholarship is not a component of this position. Instead, Graduate Tuition Scholarships are issued directly by graduate programs based on academic merit.**

**Major Job Duties:**
- Serve as Graduate Advisor to the UNITI Cultural Center Student Organization’s Executive Board.
- Assist with the development and implementation of department programs and initiatives including the Multicultural Women’s Alliance, Festival of Lights Program, Black History Month events, the Student African American Brotherhood Chapter (SAAB), and Diversity Day.
- Create and publish publicity & promotional materials, including print media, website calendar, social media, and email listservs.
- Promote student involvement in Stony Brook’s diversity-theme programs during Hispanic Heritage Month, Diversity of Lifestyles, Diversity of Religions, Women’s History Month, and Asian Heritage Month.
- Work with Stony Brook’s cultural and ethnic interest student groups to develop and implement innovative student activities that promote and improve cross-cultural relationships.
- Assist with program evaluation and assessment.

**Qualifications:** Candidates must possess a Bachelor’s degree and be enrolled as a full-time student in a graduate program at Stony Brook University at the master’s or doctoral degree level. Previous experience working in student activities with cultural student organizations is required. Experience using computer software including MS Word, PowerPoint, and Publisher is required. Previous experience supervising student volunteer groups is preferred. Strong organizational, human relations and interpersonal skills are essential. Candidate must be well organized and detail-oriented. Preference will be given to 2nd year graduate students who are Stony Brook alumni; however, all qualified graduate students will be considered.

**Employment Period:** Estimated start date: August 29, 2011. Estimated end date: May 18, 2012. Does not include recess periods & winter intersession. Approximately 10 hours per week, Monday-Friday. Must be available Wednesdays from 12:00pm – 2:30pm. May include occasional evenings & weekends.

**Compensation:** Starting wage: $12.00 per hour. **Special Note: This position is subject to the availability of State funding and may be discontinued at any time during the period of employment should funding be discontinued. A Tuition Scholarship is not a component of this position. Instead, Graduate Tuition Scholarships are issued directly by graduate programs based on academic merit.**

**To Apply:** Send statement of interest and resume to: Karen Lee, Office of Multicultural Affairs, Suite 222 Student Activities Center. Email accepted at: Karen.P.Lee@stonybrook.edu. **Application deadline: 5:00pm on August 19, 2011.**

Stony Brook University is an Affirmative Action/Equal Opportunity employer and educator.