STUDENT EMPLOYMENT OPPORTUNITY

Office of Multicultural Affairs
UNITI CULTURAL CENTER GRADUATE STUDENT ASSISTANT
Academic Year 2011-2012

The Office of Multicultural Affairs is seeking a qualified student to fill the position of UNITI Cultural Center Graduate Student Assistant. 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 providing assistance with outreach, diversity awareness programs and services of the UNITI Cultural Center (UCC), a multicultural center located in the Stony Brook Union that is a point for the Stony Brook campus community. This position is supervised by Karen Lee, Multicultural Affairs Assistant. 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:
- Assist with oversight of the UNITI Cultural Center facilities. Assist with the development and implementation of UCC events (i.e., programs that promote diversity awareness).
- Assist with the development and implementation of department programs and initiatives including the UCC Open House, Multicultural Organizations Network, Multicultural Show & Food Tasting, Asian American Heritage Month, and Diversity Day.
- Create and publish publicity & promotional materials, including print media, website calendar, social media, and email listservs.
- Conduct outreach to increase awareness and use of UCC facilities by cultural student groups, individual students, academic departments, and administrative areas.
- Promote student involvement in Stony Brook’s diversity-theme programs during Hispanic Heritage Month, Diversity of Lifestyles, Diversity of Religions, Black History Month, and Women’s History Month.
- 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 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.