

Graduate Assistant Position Description 2022-2023

TITLE: Program Coordinator, ALANA Student Center

The ALANA Student Center is part of the Multicultural Student Center at Canisius College which also includes the Center for International Education, the office that supports our international students and coordinates the college's study abroad programs.

REPORT TO: Bennie D. Williams, Assistant Dean of Students/Director, Multicultural Student Center

QUALIFICATIONS: The ideal candidate will have an appreciation for ALANA (African American, Latinx, Asian, and Native American) students and a willingness to work in support of the ALANA student campus communities, be competent in computer programs and event management, possess sufficient written and oral communication skills, and be self-motivated.

TERMS: This position begins on August 10, 2022 (mandatory training) and ends in mid-May 2023 and consists of twenty-five (25) office hours per week, along with some evening and weekends as needed. This position comes with:

- 100% Tuition Waiver
- \$2,000.00 Stipend
- \$1,350.00 Meal plan (\$675/semester)
- On-campus Housing

RESPONSIBILITIES:

- Serve as a resource for all students on campus; assisting them with personal, social, and financial concerns
- Assist in the planning and execution of the ALANA Orientation session (Fall)
- Plan and execute three (3) cultural events (social and/or educational) for the campus community each semester
- Collaborate in the creation of the office's newsletter, *The Cultural Times Bulletin*
- Be willing and able to drive the college van if necessary
- Plan and execute *Meet & Greet* receptions for the college community (Fall and Spring)
- Coordinate annual *Culture is Not a Costume* campaign
- Market office programs and events to the college community through the use of social media, as well as electronic and paper mediums
- Engage with students through social media platforms acknowledging local and national issues of diversity, equity, and social justice
- Assist with administrative office tasks such as answering phones, filing, scheduling, etc.
- Be willing to assist in other areas of the Multicultural Student Center or Student Affairs if needed
- Serve on one of the following committees: ALANA Achievement Award or MLK Award
- Design and update the office's bulletin boards
- Attend weekly meetings with supervisor and monthly team meetings