

**Graduate Assistant Position Description 2023-2024**

**TITLE:** Leadership Engagement 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 American, Asian American, 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 19, 2023 (mandatory training) and ends in mid-May 2024. The position 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
- Create and execute programming and support for First Generation students
- Create leadership opportunities for students involved in ALANA student organizations
- Work with to engage students in becoming a peer educator that focuses on the education of issues of bias, prejudice, and discrimination
- Assist with the execution of social and educational programs sponsored by the ALANA Student Center
- Assist with the ALANA Orientation session (Fall)
- Collaborate in the creation of the office's newsletter, *The Cultural Times Bulletin*
- Be willing and able to drive the college van if necessary
- 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
- Create career development opportunities for students of color and other underrepresented populations
- Attend weekly meetings with supervisor and monthly team meetings