Graduate Assistant Position Description 2018-2019

ALANA Student Center (ASC)

TITLE: Graduate Assistant/Event Coordinator

REPORT TO: Sababu Norris, Director
Canisius College, 008 Frisch Hall, 716-888-2787

QUALIFICATIONS: Have an appreciation for ALANA (African American, Latino/a American, Asian American, and Native American) students and a willingness to work in support of the ALANA student campus communities. Should be a competent event organizer; computer savvy; and good written and verbal communication skills. Spanish language is a plus, but not a prerequisite. Must be a punctual individual, self-motivated and can work with and without supervision in meeting deadlines, and the ability to maintain an atmosphere of confidentiality.

TERMS: Position begins mid-August 2018 and ends mid-May 2019. Twenty-five (25) hours per week; some evenings and weekends as needed. Tuition package includes tuition waiver, stipend, and a meal plan.

A two-year commitment is desirable but not a prerequisite.

DUTIES AND RESPONSIBILITIES:

- Supervise undergraduate student employees
- Coordinate the pre-planning for ASC’s ALANA summer orientation session, in association with Student Life
- Coordinate four ALANA heritage month campus-wide educational and/or entertainment events for the college community
- Serve as the editor of ASC’s monthly Cultural Times Bulletins
- Drive the college’s van while chaperoning students; at least four off-campus trips sponsored by ASC and/or ALANA clubs
- Serve as logistics manager for the Canisius College Performance Troupe
- Coordinate fall/spring meet-n-greet receptions for students
- Market ASC events to the college and Buffalo community through the use of social media, and electronic and paper mediums
- Assist with coordinating racial diversity workshops designed for students
- Submit a one-page monthly update (e.g. ongoing projects and developments) and an end of the year report
- Assist in proofing selected documents generated by ASC, and
- Perform other related duties as needed.