OFFICE OF DIVERSITY AND INCLUSION
GRADUATE ASSISTANT POSITION

Position: Graduate Assistant

Length of Assignment: August – May: some evenings and weekends;

Compensation: $3,000 per semester

Supervisor: Yolanda Wood

Placement Location: D’Youville, 320 Porter Avenue, Buffalo, New York 14201

JOB DESCRIPTION

General Duties and Responsibilities

- Assist the Director of Multicultural Affairs with day-to-day operations
- Coordinate and implement programming and events that promote multiculturalism and diversity
- Assist in creating artwork and designs for promotional materials
- Distribute promotional materials to the D’Youville College community (i.e. flyers, Facebook message, or other online media outlets)
- Conduct online research
- Support and mentor cultural student groups (BSU, ASU)
- Assist with the coordination of Executive-Board meetings
- Carry out general administrative duties such as filing, photocopying, and bulk mail processing
- Establish affiliations and create networking opportunities with students, faculty and staff on campus
- Advocate for the academic, social and cultural needs of the multicultural student
- Other duties assigned as needed

Basic Skills

- Experience with computers and office equipment
- Experience with Computer programs like/including Microsoft Programs (Excel, Word, PowerPoint, Publisher)
- Experience with Social Networking Sites
- Proven customer service skills and knowledge of office etiquette
• Ability to speak publicly, professionally and unscripted

**Qualifications:** Bachelor’s Degree required. Full time graduate student in the Higher Education and Student Affairs Administration Program (or field closely related) and have strong organizational, interpersonal, problem solving, and written communication skills. Candidate should possess knowledge of diversity education, and must be able to work independently and with others.

Submit: cover letter, resume and 3 professional references to:

Yolanda Wood, Director
D’Youville
320 Porter Avenue
Buffalo, New York 14201
716-829-7602 / 716-829-7788 (fax)