



## Student Life

*Office for Diversity and Inclusion*

### Graduate Assistant for Office for Diversity and Inclusion

Office Title: Office for Diversity and Inclusion

Position Title: Graduate Assistant for the office for Diversity and Inclusion

Position Summary: The Graduate Assistant will work to increase student involvement and to enhance students' collegiate experience through creative learning and engaging initiatives of the Rainbow Resource Center. The Graduate Assistant will work to facilitate student learning and empowerment by advising students, leading educational programs that are centered around LGBTQIA2S+ identities, racial and ethnic identities, promotion of intersectional feminism, promoting leadership development, and helping to foster and sustain a friendly campus climate for historically underrepresented students. The Graduate Assistant works closely with Student Leads and collaborates with professional staff and students to facilitate identity development, a community of belonging, and education. These include but are not limited to social, cultural, and educational.

Available Funding: 9 Credits per semester, totaling 18 credits per academic year, excluding summer term

Start Date: Late August

End Date: Late May

Stipend Amount: \$15,600 stipend paid over 9 months for 20 hrs/week

Health Insurance: Portion of student health insurance paid by the office

Work-Study: Must be eligible to qualify for position

#### Responsibilities may include:

- Support ODI programming.
- Supervision of 8-12 student employees in conjunction with the Coordinator for ODI
- Supervise student leads in creating, planning and implementing

- programs around historically marginalized communities.
- Play an active role in identifying potential collaborations among student organizations, other Student Life departments and ODI.
  - Collaborate with other departments under Student Life to engage many parts of the campus community in our programming.
  - Participate and contribute on Slack
  - Creation and distribution of the ODI newsletter and social media posts (Instagram, Facebook etc.).
  - Supervise and assist in Flag Raising, Friends and Family Feast, Coming out Week, Pride Week, Diversity Week, Connections Dinner series, etc.
  - Assist in facilitating and coordinating various department trainings
  - Utilize your hours in a timely, meaningful and purposeful manner
  - Other duties, as assigned.

#### Time commitment and availability

Office hours will be negotiated with the supervisor and structured to best meet the needs of students and organizations the department supports. Working evening events are to be expected. Due to the nature of this position, hours vary. Higher workloads are to be expected in advance of busy periods. Hours are expected to average about 20 hours per week. This position does include some night and weekend responsibilities.

#### Required qualifications

- B.A./B.S. in a related field.
- Acceptance into the Graduate School and full time enrollment at the University of Maine.
- Must qualify under the Federal Work Study Program.
- Valid government ID with a clean record.

#### Preferred qualifications

- Experience in campus activities programming.
- Demonstrated student leadership experience.
- Proficiency in standard productivity software (Wordpress, etc.) and social media platforms (Twitter, Instagram, Facebook, etc.)

#### Compensation

- Tuition waiver up to 9 credit hours per academic semester.
- \$1,889/month stipend for 9 months per year.
- Portion of the Graduate Health Insurance Plan.
- Full compensation details awaiting collective bargaining agreement.