

Multicultural Achievement Program (MAP)

Graduate Assistant Position Description

Summary of Position: The Multicultural Achievement Program (MAP) is an academic support program for minority students. MAP seeks to enhance the personal and unique UWG experience by providing programs and services that promote academic success. MAP not only recognizes cultural differences in background, experiences, and national origin, but also seeks to promote a genuine understanding of, and appreciation for, these differences within the university community. The Multicultural Achievement Program Graduate Assistants primary duty is to assist the Director of Student Diversity with the development, management and coordination of various leadership and academic enrichment and support programs for minority students.

The GA will work directly with:

- Latino Cultural Society student organization
- MAP Mentoring and Latino Mentoring Programs
- Academic Support/Coaching Programming for Minority Students

Position Duties:

- Attend weekly meetings with immediate supervisor and CDI Program Coordinator to review preparation for upcoming programs; attend one (1) CDI staff meeting per month .Report directly to the CDI Director, Diversity Education & Community Initiatives.
 - Assist in publicizing events through social media (i.e. CDI Facebook page, twitter, text, Instagram, YouTube, etc.), photography and recording. Maintain and update social media (Facebook, Twitter, Instagram, etc. -recent event photos, etc.) on a regular basis; at least weekly.Maintain the CDI office recognizing and creating awareness of corresponding cultural months and upcoming events
 - Maintain updated assessments of events and programs through surveys collected; computer room sign in sheets; enter data using Qualtrics.
 - Attend professional networking opportunities when applicable (ie diversity & inclusion training, etc.)
 - Adhere to the rules and regulations of the Graduate Assistant policy/manual for the University of West Georgia
 - Develop and present the Global and Intercultural Leadership to Go series
 - Recognize and articulate the special needs of ethnic and racial minorities, disabled, and LGBT + populations
 - Manifest well developed interpersonal relations and communication skills
 - Advise/counsel individual students (personal, social, academic) in the Multicultural Achievement Program or Goizueta Scholarship Program
 - Design an extra/co-curricular program based on the outcome of a population's needs assessment.
 - Prepare and present various diversity and academic topics
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- **Desired Skills and Qualifications:**
 - Previous student leadership experience working with students from a variety of backgrounds
 - Detail oriented and able to organize events
 - Ability to connect students with resources for academic success
 - Motivate students to succeed

Please note: Due to the nature of the CDI office, work hours may vary due to some evening programming, meetings, classes and events (see schedule of events/programs).

