

Indiana University of Pennsylvania
Center for Multicultural Student Leadership and Engagement (MCSLE)
2020-2022

Job Responsibilities: The Graduate Assistant for the Center Multicultural Student Leadership and Engagement (MCSLE) is responsible for Initiatives is responsible for the following duties:

1. Assists in the planning, implementing, supervising and evaluating programs that expose the IUP Community to the history, culture and achievements of those from a diverse and/or multicultural decent.
2. Represents MCSLE and supports a variety of multicultural events, planned or sponsored by the Center.
3. Updates the general calendar for educational, cultural and social activities for selected multicultural organizations.
4. Serves as a member of specific campus committees charged with planning, producing, and assessing campus special events including Welcome Weekend, IUP Day, Crimson Blast, Homecoming Weekend, Winter Warm Up, Crimson Salute, and other identified campus events.
5. Mentors and co-advises multicultural organizations.
6. Assists in the implementation and advancement of student/community engagement initiatives.
7. Assists in the design and production of various brochures and guides as well as website management.
8. Serves as a member of the MCSLE Graduate Staff by attending meetings and working cooperatively on assigned projects and presentations.
9. Develops an understanding of the interrelationships between the MCSLE and the many support agencies on campus and in the community.
10. Be available to the MCSLE an average of 20 hours per week, including regular evening and weekend commitments, as determined by the professional supervisor.
11. Serves as the graduate advisor to The Black Student League, and the Militia Dance Troupe Team, including: attending meetings and events and serving as the on campus and community engagement advisor to the organization.
12. Attends to the special needs of students, recognized student organizations, faculty members and community members, officials, and other external constituencies, as they are identified and relevant to the mission and goals of MCSLE.
13. Completes other special projects as assigned by the professional supervisor.

Compensation: Full tuition waiver (in or out-of-state) and a stipend of \$5,440 per academic year

Term of Appointment: One-year assignment, renewable for second year, beginning fall semester 2019

Supervisor: Leslie Coates, Assistant Director of Multicultural Affairs & Student Success

Contact Information: Comments or questions should be directed to:

Multicultural Affairs & Student Success
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