

Graduate Assistantship for the Office of Asian Pacific Islander American Affairs (2017 – 2018)  
Multicultural and Diversity Affairs  
Division of Student Affairs  
University of Florida

ABOUT MCDA:

**MISSION:** Multicultural and Diversity Affairs supports and empowers underserved communities and challenges systems, policies and traditions that perpetuate inequities. We will lead the Division of Student Affairs' social justice and inclusion efforts to accomplish the University of Florida's diversity goals, by educating, empowering, and mobilizing students, campus stakeholders, and community partners towards creating an inclusive, affirming, and just campus community.

**VISION:** We envision a supportive, inclusive, and just campus culture that embraces and celebrates the multifaceted nature of the University of Florida community.

**VALUES:** Community, Multicultural Education, Intercultural Engagement, Inclusive Leadership Development, Advocacy

**POSITION DESCRIPTION:** The Graduate Assistant (GA) works alongside the Director of Asian Pacific Islander American (APIA) Affairs and other graduate and undergraduate student ambassadors within the Department of Multicultural and Diversity Affairs (MCDA). The GA helps coordinate social justice programs and cultural events and establishes campus partnerships for collaborative projects and training. The APIA Affairs GA will facilitate student ambassadors' professional and personal development and support, plan educational programs, support student organizations, and promote leadership development. The GA must be able to work in a macro- managed and fast-paced environment, possess the ability to adapt to changes, and must work well with people from diverse backgrounds. Graduate students of all backgrounds and fields with an interest and passion for multicultural affairs and student development are encouraged to apply. In order to be considered, you must be accepted into your graduate program of study at the University of Florida for fall 2017.

This 20-hour per week position includes \$15,350 for 2017-2018, GatorGradCare health insurance, and tuition waivers (9 credit hours per semester). This is a 9 month graduate assistantship starting mid-August through mid-May. For inquiries, please contact APIA Affairs at [APIA@multicultural.ufl.edu](mailto:APIA@multicultural.ufl.edu).

## ESSENTIAL DUTIES & RESPONSIBILITIES:

- Directly schedule and supervise APIA ambassador staff to include scheduling, time reporting, task support and meetings.
- Provide support and opportunities for personal and professional growth among student staff by holding biweekly one-on-one meetings.
- Guide and assist student ambassadors with program/event planning and management on social justice initiatives, community building, leadership development and education initiatives.
- Develop, implement, and analyze event/program assessments and research studies
- Attend department meetings.
- Input receipts/purchases in the Budgeting Reporting System (BRSs)
- Serve on the Executive Board of Asian Graduate Student Organization (AGSO)
- Complete any other duties as assigned by APIA Affairs Director
- All other duties assigned.

## KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to demonstrate a cooperative attitude while working with a diverse student, faculty, and staff population.
- Ability to demonstrate knowledge about the history and social issues that impact the Asian Pacific Islander American community.
- Possession of good leadership, supervisory, and organizational skills.
- Strong communication skills (listening, written, and verbal).
- Analytical/Research Skills with demonstrated talent for identifying, scrutinizing, improving, and streamlining research studies, assessments, programs, tasks, etc.
- Flexible individual that thrives in fast-paced environment that can effectively prioritize and manage multiple projects.
- Innovative, initiative driven problem-solver who can identify problems and create solutions.

## TIME ALLOCATION:

50%	Student advising: (10 hours)
20%	Programming: (4 hours)
15%	Administrative responsibilities: (3 hours)
10%	MCDAs responsibilities (Meetings, special projects, etc.): (2 hours)
5%	AGSO: (1 hour)