JOB SEARCH: GRADUATE ASSISTANT-AFRICAN AMERICAN STUDENT AFFAIRS, OFFICE OF MULTICULTURAL AFFAIRS

Required Qualifications:

- Enrolled as a full-time graduate student in good standing at LSU
- Demonstrated programming and event planning experience in a higher education setting
- Possess a working knowledge of student development trends relative to African American students and diverse populations
- Possess strong oral and written communication skills
- Ability to manage multiple on-going projects
- Ability to work independently in executing programs and projects
- Possess an authentic appreciation for diversity issues and trends in higher education

Duties and Responsibilities:

- Manage established aspects of the African American Cultural Center (AACC) including programs & activities like Umoja, Pre-Kwanzaa Celebration, Black History Month Celebration, Robing Ceremony & Juneteenth
- Manage the Black Women’s Empowerment Initiative
- Oversee the AACC email account and reservation system
- Oversee student assistants
- Serve as the Graduate Advisor for the AACC Ambassadors and organization of choice
- Regularly update the African American Cultural Center website
- Develop a series of programs and workshops to respond to the needs of African American college students
- Collaborate with appropriate faculty, staff, and student organizations to develop programs, activities, and events of particular significance to the African American student experience
- Assess program attendance and track center usage
- Serve as an active and receptive liaison to all African American student organizations & committees on campus; work closely with the advisor, advisory board, and membership of the Black Student Union; and accept any University referrals with regards to African American student issues upon request
- Assist the Coordinator for African American Student Affairs in coordinating, executing, and evaluating all activities
- Work as a team player in the Office of Multicultural Affairs and Office of Diversity
- Participate in and execute all other office operations, events, and programs as deemed necessary by supervisor

Start Date: Immediately
Hours: 20 hours/week; including some evenings and weekends
Compensation: Tuition reimbursement; stipend
Other: 9-month academic year appointment
For consideration: Review of applications will begin immediately and will continue until position is filled. Please send a cover letter, current resume (including e-mail address) and contact information for three references to: etopp2@lsu.edu

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