LATINX AND GENESIS TUTORING/MENTORING GRADUATE ASSISTANT
OFFICE OF MULTICULTURAL AFFAIRS

Description:
The Latinx and Genesis Tutoring/Mentoring Project Graduate Assistant reports to the Assistant Director for Cross-Cultural Affairs and the Director of the Office of Multicultural Affairs (OMA). This position is responsible for implementing both established and newly created programs for the LSU Latinx community. This includes working closely with Latinx organizations such as the Latin American Student Organization (LASO) and the Latinx Faculty and Staff Caucus. This position serves as a liaison for all Latinx students and communities on campus and will collaborate with the appropriate faculty, staff, and student organizations to develop programs, activities, and events that educate, raise awareness, and provide social stability for Latinx Students.

This position also serves OMA’s Genesis Tutoring and Mentoring initiatives. In this role the GA will assist OMA staff in recruiting tutors and mentors, conducting necessary trainings, and providing programmatic oversight to the daily operations of both programs. For Genesis Tutoring this will require working with the Genesis Tutorial Center and tutor staff to offer academic support for all students on campus with an emphasis on underrepresented students. For Genesis Mentoring this will require working with first-year LSU students to find appropriate mentors and overseeing all programming elements of the service.

Requirements:
• Enrolled as a full-time graduate student in good standing at LSU
• Possess an authentic appreciation for diversity issues and trends in higher education
• Possess outstanding leadership, organizational, presentation, and time-management skills
• Possess strong oral and written communication skills
• Ability to manage multiple concurrent and on-going projects with close attention to detail
• Must be able to work independently and as part of an office staff
• Must have an extensive working knowledge of the Latinx identities and cultures
• Preferred: proficiency in written and spoken Spanish

Duties and Responsibilities:
• Coordinate essential events including Hispanic Heritage Month, Genesis programming, etc.
• Advising Latinx student organizations, Genesis Tutors and Tutees, and Genesis Mentors and Mentees
• Advocate for Latinx-friendly policy changes on LSU’s campus
• Oversee the Genesis Mentoring training program, and facilitate trainings the Genesis Tutoring staff
• Collaborate across campus to create a more welcoming environment for Latinx individuals
• Attend after-hours meetings and events put on by student organizations and the Office of Multicultural Affairs
• Attend OMA all-staff meetings (bi-weekly), and Office of Diversity meetings (monthly)

Start Date: August 1, 2020 (May be eligible to start over the summer)
Hours: 20 hours/week; including some evenings and weekends
Compensation: Tuition reimbursement; stipend of $14,400 for 12-month appointment
To Apply: Email your CV/resume, cover letter, and recommendations to Wes Heath at weheath@lsu.edu