Graduate Assistant for LSU Black Male Leadership Initiative Fellows Program (BMLI)
Part-time/20 hours per week

Description of the Unit:
The Office of Diversity (OoD) in the Office Academic Affairs is committed to fostering inclusive educational opportunities and an equitable workforce environment at LSU. OoD provides leadership to ensure that diversity is a vital component in all decision-making processes on administrative, academic, budgetary, and strategic planning fronts. OoD is also responsible for supervising and guiding professional units whose purpose and mission is to promote understanding and respect for difference. These units include the Office of Multicultural Affairs, African American Cultural Center and the Women’s Center.
We believe that cultural inclusion at LSU is paramount. As such, OoD assists administrators, deans, department chairs/heads, and directors in identifying and implementing policies and procedures to increase diversity in their respective areas. Similarly, we encourage University community members to build rapport among people who are different, which aids in reducing resistance to diversity initiatives. Our office accomplishes these objectives by providing evidenced-based principles and “best practices” which strengthen knowledge, awareness, and skills for working and learning in a diverse educational community. OoD is a high impact, high energy, fast-paced, and innovative culture of people who are passionate about what they do.

Responsibilities:
The Graduate Assistant for the LSU Black Male Leadership Initiative Fellows Program (BMLI) will be responsible for program support for this key initiative at LSU, in addition to assisting with other projects and duties as assigned by the Office of Diversity. Specifically, the Graduate Assistant will be responsible for coordinating the LSU Black Male Leadership Initiative Fellows Program (planning activities, communicating with Fellows, managing student worker projects and interns affiliated with the program, occasionally representing and presenting the program, and assessing the impact and outcomes). The Graduate Assistant works with the student leadership team of BMLI (Co-Chairs, Programming Chairs, Intern, and Alumni Chair) to develop a holistic experience for BMLI Fellows focusing on academics, leadership, civic and social engagement. The Graduate Assistant is also responsible for creating press releases and updating the BMLI website. Also, the Graduate Assistant will sit on the BMLI Advisory Committee and work on this committee as a member. In addition to the aforementioned responsibilities, the Graduate Assistant may be asked to assist with general office and program support as it pertains to synthesizing large amounts of data and information; researching and applying for grants; formulating program and data reports; producing ad hoc reports as requested by the Vice Provost for OoD; and other duties as assigned by OoD administration as they relate to the diversity agenda and mission of the university and the office. The Graduate Assistant will be required to attend two unit-wide professional development retreats during the academic year. The Graduate Assistant will report to the Assistant Director of the Office of Multicultural Affairs/Coordinator of the African American Cultural Center.
**Required Qualifications:**
The incumbent must:
1) be enrolled full-time in the LSU Graduate School; 2) working towards a graduate degree in Education, Human Science and Education, Student Affairs, Psychology, Cultural Studies, or related field; 3) be committed to diversity, cultural awareness, and social inclusion; 4) be able to research and present diversity issues or concepts; 5) be equally comfortable working in a team or independently 6) be experienced with using data and word processing software packages; 7) be able to apply strategic planning, project management and work scheduling principles; 8) be able to perform basic office and administrative functions; 9) be able to work within and among other diversity units and the greater University community; 10) be innovative while being willing to learn; and 11) possess strong oral and written communication skills and an acute attention to detail

**Preferred Qualification:**
Student pursuing a Ph.D. in the aforementioned program areas. Experience in secondary or higher education setting.

**Salary:**
$12,000 stipend (fiscal year appointment), plus tuition remission

**Contact:**
Those interested in applying for this position should send a letter of interest and a curriculum vita or resume to:

Tarchia Rankins-Lollis, M.S.
Administrative Assistant 5
Office of Diversity
135G Thomas Boyd Hall
Baton Rouge, Louisiana  70803
(225) 578-5736 Office
(225) 578-5980 Fax

**Position will be open until filled.**
*Desired start date will be June 1, 2018.*