Position Description

Working Title: Graduate Assistant
Home Department: Student Center for Social Justice & Identity > Dean of Students

Last Updated: January 2022

Position Summary:
The Graduate Assistant is part of the Student Center for Social Justice & Identity in the Dean of Students division at Vanderbilt University. The Graduate Assistant will primarily focus on providing support to cultural student organizations, assisting with the implementation of signature co-curricular and large-scale programs, student leader supervision, supporting social media and marketing management, and collaboratively developing and launching new programs and initiatives grounded in research and best practices.

Time Commitment:
The position will begin in August 2022 and last for 9 months. Continuation of the assistantship will depend upon satisfactory performance of your assigned duties and progress toward your degree. You will be expected to work 20 hours per week excluding university breaks. This may include some evening and weekend hours. Please note that academic obligations will be considered when the work schedule is established.

About the Work Unit:
The mission of the SCSJ is to foster an environment of inclusion and multiculturalism by increasing students and student organizations’ development around intercultural competence and social justice as well as promote co-curricular programming that celebrates and recognizes the various cultures of the Vanderbilt student body. Our vision is to foster a community dedicated to critical dialogue and inclusive engagement that works collaboratively to create change. We will accomplish this by empowering Vanderbilt student leaders to be “social actors who have a sense of their own agency as well as a sense of social responsibility toward and with others, their society, the environment, and the broader world in which we live” (Bell, 2018, p. 34).

About the Office of the Dean of Students
The Office of the Dean of Students serves a central role in student learning and development at Vanderbilt, advancing the University’s mission of teaching, research, and service by fostering academic and social networks through which students develop as intentional learners and global citizens. The Office of the Dean of Students creates opportunities to involve students, faculty and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience. We achieve these ends through strategic alignment, both internally and in concert with other university departments. We care deeply. We educate completely. We lead with excellence. Diversity, equity, inclusion, and mental health are top priorities for the institution and by extension the offices of the Dean of Students. Our staff are committed to continued growth in knowledge, awareness, skills, and experience engaging with these priorities in a higher education environment.

Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.
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Key Functions and Expected Performance:

- Coordinate and manage the standing trainings and workshops process for the office, which is inclusive of assigning facilitators, managing the intake process, and coordinating the training assessment process.
- Co-coach 3-4 cultural student organizations advised through SCSJI with organizational management and student activities relevant to their organizational missions. This includes advising, attending meetings and events, and facilitating program planning and assessment, and execute financial management functions of student organizations.
- Assist with maintenance of the SCSJI website, events calendar, and social media platforms.
- Supervise two student leaders by providing clear performance expectations, effective and ongoing feedback, weekly support, and professional development opportunities.
- Collaborate on the development and planning of signature programming initiatives (e.g. INTERSECT, ROOTED, i-Dialogues, #Trending) and large-scale programs (e.g. heritage months, graduation recognition ceremonies, Senior Week, Empowerment Conference) for each academic year.
- Support the management and maintenance of the Multicultural Community Space and Multicultural Lounge in relationship to upkeep, reservation approval, storage, and event preparation.
- Participate in division wide events as needed (Move-In Day, Rites of Spring, Diverse ‘Dores Day, MLK Day, etc.) to support colleagues and ensure these events run smoothly.
- Demonstrate a willingness to support colleagues across the division in order to encourage the implementation or fulfillment of divisional goals and strategic priorities; other duties as assigned.

Supervisory Relationships:
This position reports administratively and functionally to one of the SCSJI Program Coordinators.

Education and Certifications:
- Full-time enrollment in graduate degree program at Vanderbilt University is required.
- Enrollment in the M.Ed. Higher Administration Education program in the Department of Leadership, Policy, and Organizations at Peabody College is strongly preferred.

Experience and Skills:

Required Qualifications
- Basic understanding of diversity and one’s cultural competencies (values, beliefs, and knowledge in cultural issues).

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• Strong interest in working with issues of difference as well as diverse student populations and cultural student organizations.
• Knowledge and skills in student programming and student organization advising.

Preferred Skills
• Theoretical knowledge of multicultural issues and best practices informing programming.
• Experience leading a team effectively through project management.
• Experience working with multicultural populations and programming.
• Technological competence (Microsoft Office: Word, Excel, PowerPoint, Wordpress, Canva).
• Basic advertising and marketing skills.
• Proficient in social media and web marketing.

Compensation

GA: The compensation for this assistantship includes an annual stipend paid over the 9-month period (33% of Peabody tuition) and a 66% tuition scholarship, (33% paid by the Office of the Dean of Students/Office of the Provost and 33% paid by Peabody College) paid directly to your student account. The tuition benefit is for the total minimum number of hours needed to complete your academic program.

NOTE: It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.