The Office of Multicultural Affairs (OMA) provides programs and services specifically designed to assist in the recruitment, retention and graduation of students of color. One of the components of the OMA is promoting multicultural education programming for the KU community. The Graduate Assistant will work in the development and coordination of multicultural and diversity programs and services for the university community.

Responsibilities of the Graduate Assistant include but are not limited to the following:

- Plans and develops programs for the Office of Multicultural Affairs.
- Works as a liaison for student organizations to encourage attendance at cultural activities and programs on campus.
- Serves as a referral and resource person to student organizations and campus groups regarding issues of multiculturalism.
- Assists in the development of procedures to initiate and maintain contacts with ethnic minority students.
- Develops and delivers cultural awareness workshops and presentations.
- Assists with the Tunnel of Oppression and Social Justice Week programs.
- Assists with programs developed for the retention of students.
- Oversees resource room materials and lending library.
- Assesses programs, traffic patterns and materials checkout.

Required qualifications:

- KU graduate student enrolled and in good academic standing, in the Educational Leadership and Policy Studies master’s degree program for the 2015-2016 academic year.
- Willingness to support diversity, multicultural and social justice issues.
- Demonstrated communication, presentation and organization skills

Preferred qualifications:

- Previous experience in event planning, multicultural issues.
- Experience with grant/proposal writing.

Length of appointment:

August – May for 20 hours per week
Specific dates will be worked out with the individual supervisor.

Compensation:

$490.00 (1st Years) or $500 (2nd Years) biweekly, minimum 20 hours per week

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status and parental status.