



Student Diversity and Multicultural Affairs

Graduate Assistant Social Justice Education Position Description

Title:	Graduate Assistant
Reports to:	Nichole Smith Program Coordinator, Department of Student Diversity and Multicultural Affairs
Dates of Employment:	August 1, 2011 – December 16, 2011; January 9, 2012 - May 8, 2012
Job Status:	Part-time – 20 hours/week

The Graduate Assistant (GA) is an integral member of the Department of Student Diversity and Multicultural Affairs (SDMA). The GA responsibilities include assisting SDMA advance the recognition and appreciation of our diverse community, promote multicultural education across campus, strive to ensure the retention and success of underrepresented students, and foster a supportive, inclusive environment for all students, faculty and staff.

Specific duties and responsibilities include:

- ∴ Assist with the development of the Empowerment Pipeline Program by working with the program coordinator to develop the program curriculum, advise the program's student advocates, create meeting agendas, co-facilitate meetings with the program coordinator, and attend the weekly outreach sessions.
- ∴ Oversee the development, planning, & facilitation of the Social Justice Dinner Dialogue Series by creating the program calendar, establishing the themes for each SJDD session, hosting speakers, facilitating dialogue, managing logistics for each session including space, submitting AV requests, selecting food for the session, and marketing the sessions.
- ∴ Assist with the Loyola University Chicago Empowering Sisterhood (LUCES) Women of Color Retreat by coordinating the undergraduate student planning committee which establishes the theme, creates the agenda, determines facilitators, manages marketing, and facilitates the retreat.
- ∴ Oversee the Desserts in December program by establishing a creative and innovate program that celebrates and honors the many ethnic and religious celebrations that take place during the month, and by managing logistics including reserving space, selecting food, creating the program agenda, and marketing the event.

Other responsibilities include:

- Assist the program coordinator with development and facilitation of diversity/social justice trainings.
- Support and assist with the department's campus wide events and SDMA leader trainings and in-services.