

OMSA Graduate Assistant

The Office of Multicultural Student Affairs (OMSA) is hiring a Graduate Assistant (GA) to assist with projects and initiatives that advance the mission, vision, and strategic priorities of our office. OMSA is positioned within the Center for Identity + Inclusion (CI+I). The GA may be asked to support responsibilities like those listed below:

Responsibilities:

- Conceptualize and implement collaborative programs that explore topics of interest to and celebrate our underrepresented student population while addressing relevant social issues faced by these communities.
- Assist in the coordination of signature programs such as speaker series, workshops, etc.
- Assist in creating, implementing, and analyzing assessment tools that evaluate program attendee feedback.
- Manage logistics for programs with support from full-time staff and student staff members.
- Make connections with students, student organizations, full time staff, and campus partner as appropriate.
- Promote OMSA programs and resources in order to build and strengthen strategic partnerships with campus and community partners.
- Create and update marketing materials for broad distribution.
- Conduct benchmarking research across higher education and other networks.

Qualifications: Applicants interested in applying must be currently enrolled in a UChicago graduate/professional program and remain in good academic standing throughout employment. Additional requirements include:

- High level of competency and demonstrated experience working with underrepresented students.
- Have experience serving in leadership roles within student organizations as an undergraduate or graduate/professional student.
- Have experience facilitating dialogue with a group of peers.
- High level of initiative and motivation, and the ability to work independently.
- Exhibit excellent oral and written communication skills.
- Excellent decision-making skills.
- Excellent time management skills.
- Marketing experience preferred.

Work Schedule: The Graduate Assistant works approximately 15 hours/week throughout the academic year. Work schedules are created based solely on class schedules and other academic obligations.

Compensation: \$16.20 per hour. Work study is accepted but is not required.

Application Instructions:

- Please visit inclusion.uchicago.edu/about/student-employment to submit a cover letter and resume.
- Questions? Contact Janelle White at omsa@uchicago.edu.

NOTE: The above statements are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Center for Identity + Inclusion staff reserve the right to amend and change responsibilities to meet business and organizational needs.