OMSA Graduate Assistant

The Office of Multicultural Student Affairs (OMSA) at the University of Chicago, seeks to hire a graduate assistant to support the program development and administration of OMSA’s Heritage Series, community spaces, and program assessment. OMSA intentionally creates diverse and inclusive communities, serving as a bridge builder by engaging students and members of the University community of all backgrounds to ensure personal, academic, and professional growth and success. The Graduate Assistant will report to the Assistant Director of OMSA, support the work of the Inclusion Fellow and Director, and promote the mission of the Center for Identity + Inclusion (CI+I).

Position Requirements

- Help create a sense of belonging for underrepresented students through maintaining a quarterly rotation for community spaces for undergraduate and graduate/professional students.
- Assist the Assistant Director in the creation and implementation of Heritage Series events that celebrate our underrepresented student population while addressing relevant social issues faced by these communities.
- Assist the Assistant Director in creating, implementing, and analyzing assessment tools that evaluate feedback from students and community members who attend OMSA events.
- Attend required meetings, including but not limited to, one-on-one meetings with the Assistant Director, OMSA staff meetings and events, and project specific meetings.
- Assist with the marketing and outreach for OMSA events/initiatives.
- Act as a liaison between OMSA staff and students.
- Attend professional development opportunities to help grow capabilities as a budding professional.
- Participate in performance and program evaluation meetings with OMSA staff.
- Serve for a minimum of two years; available during the Fall, Winter, and Spring Quarters (Late August-Mid June)
- Other duties as assigned. Center for Identity + Inclusion staff reserve the right to amend and change responsibilities to meet business and organizational needs.

Qualifications

Graduate students who are interested in applying must be enrolled in graduate degree programming and be in good academic standing throughout employment. A successful candidate will:

- Have demonstrated experience programming and marketing toward underrepresented students.
- Have experience serving in leadership roles within cultural organizations as an undergraduate or graduate/professional student.
- Have experience facilitating dialogue about diversity, identity, social justice, power, privilege, oppression, and current events with a group of peers.
- Exhibit excellent oral and written communication skills.
- Work collaboratively with OMSA and CI+I staff to build and grow the services of OMSA.
- Possess time management skills.

Compensation: $16.00/hr, 15-20 hrs a week

Application Instructions:
• Please visit https://inclusion.uchicago.edu/student-employment to submit a cover letter and resume.
• Questions? Contact us at omsa@uchicago.edu.