

Paul Robeson Cultural Center Graduate Assistantship

The PRCC graduate assistant will both coordinate and assist innovative cultural education student affairs programming and student services. The position works directly with the Assistant Director and indirectly with the Director of the PRCC and it offers a meaningful experience in university cultural centers and multicultural affairs practice. The graduate assistant will gain significant skills in college student development, cultural educational practice, co-curricular program development, Diaspora Studies, and scholar/practitioner roles within university settings.

Responsibilities:

This position is approximately 20 hours a week, which includes some evenings and weekend hours. The specific duties include:

- Working with the assistant director, the grad assistant will coordinate the ***Social Justice Education Series***. This is a collaborative diversity education program involving several student affairs units. This initiative serves to educate the campus community on issues of social justice. A major social justice initiative with multiple dimensions, coordinating this program includes facilitating social justices training workshops; conducting local community and faculty outreach; planning small group presentations and discussions, marketing and publicity, and conducting program assessment.
- The graduate assistant will assist with PRCC Cultural Engagement Programs. Our cultural engagement programs include a Racial Identity Program, a World Cultural Festival, and a Spoken Word Lounge.
- Provide ***Student Organization Outreach*** to the PRCC housed/connected student organizations. The graduate assistant will assist the PRCC in building relationships and providing advising support to culturally based student organizations by regularly attending student meetings, events, and participating in outreach initiatives.
- Other expectations and duties of the graduate assistant are to attend monthly PRCC Student Liaison Meetings; PRCC Bi-weekly Professional Staff Meetings; and bi-weekly meetings with supervisor.

Learning Outcomes

- Develop the ability to conceptualize meaningful and deeply engaging institutional cultural programs.
- Increase understanding of how to integrate research and theory into cultural practice within a higher education setting.
- Gain comprehensive event planning skills as well as a basic understanding of curriculum development for cultural education workshops and academic courses.
- Enhance professional leadership, communication, and conflict management skills through leading multiple constituencies and communities of students and professional colleagues.

Qualifications

- Be enrolled full-time in a Masters graduate program.
- Experience working or demonstrated commitment with communities of color and a strong understanding of multiple cultures and ethnicities.
- Experience and strong understanding of social justice as a teaching tool.
- Strong interpersonal, problem solving, and communication skills as well as the ability to manage multiple tasks is required.
- Additionally, the graduate assistant should demonstrate event planning and educational program development skills or previous exposure to both.