

Assistantship Job Description: Center for Inclusive Excellence

The Graduate Assistant for the Center for Inclusive Excellence (CIE) will help to advance the mission of the Center for Inclusive Excellence. The Center for Inclusive Excellence creates space for all students to explore their intersecting identities and critically engage across differences, centering the experiences of historically marginalized and underrepresented groups. The Center operates from an intersectional approach to cultural competency, diversity, equity, inclusion (DEI) and antiracism that fosters meaningful student engagement, academic success and personal enrichment.

This position supports the retention and graduation efforts of the University by offering a variety of advocacy, support services, and educational resources designed to foster student success, particularly as it relates to traditionally under-served populations (such as, but not limited to race, ethnicity, sexual orientation, gender identity, gender expression, and disability). The position reports to the Vice President for Diversity, Inclusion, and Community Engagement.

Advocacy & Student Success Duties:

- Assist with the development, planning, coordination and set up of departmental events
 - o Community Office Hours for Asian, Hispanic, LGBTQ, Middle Eastern, Disability, and Muslim Communities-Secure faculty/staff hosts, send weekly invitations/reminders to students, set up light refreshments.
 - o CIE Open House-Assist with event coordination.
 - o Welcome Receptions-Assist with event coordination.
- Update, prepare, and maintain evaluations and sign-in sheets for departmental events (i.e. Community Office Hours, educational workshops, discussion forums, etc.). Graduate Assistant will be responsible for compiling survey responses, pulling out themes, transferring information to an Excel document, and making routine updates on a regular basis.
- Research, develop, and maintain an advocacy/resource directory of campus and community organizations (i.e. Research outside publications, contact campus and community organizations for possible updates, promote organizations by the way of flyers and other materials).
- Assist with providing mentorship and advising support to cultural affinity student organizations.
- Assist with new initiatives to address issues concerning uninvolved students (i.e. Coordinate focus groups, present information about the Center for Inclusive Excellence to classes and student organizations).

Education & Training Duties:

- Develop, promote, coordinate, and schedule training modules and presentations for undergraduate and graduate students that focus on Diversity, Equity, and inclusion (DEI) education and cultural competence.
 - Plan regularly occurring events designed to heighten awareness of global issues, including, but not limited to:
 - o Discussion forums on contemporary issues affecting human rights or a societal concern.
 - o Book Discussions highlighting Framingham State University faculty who have publications related to a multicultural topic.
- Develop, promote, coordinate, and schedule annual campus-wide heritage/history month departmental events including:
 - o Hispanic/Latinx Heritage Month Celebration (September)
 - o LGBTQ+ History Month Celebration (October)
 - o American Indian Heritage Month Celebration (November)

- o MLK Commemoration (January)
- o African American Heritage Month Celebration (February)
- o Women’s History Month Celebration (March)
- o Asian Pacific Islander Desi Heritage Month Celebration (April)
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- • Assist in research projects designed to assess the effectiveness of CIE programming.
- • Conduct research on national and international programs focused on DEI education and cultural competence.

General Departmental Duties:

- • Assist with staff coverage for info tables and office presentations at university events such as Admissions events, Community partnerships, etc.
- • Assist with the coordination of events including but not limited to the Open House, Welcome Receptions, Heritage Month events, and other departmental programs as needed (Assigned events and needed times are subject to change).
- • Assist with maintaining departmental email and social media accounts.
- • Drafts reports and correspondence, processes forms, and distributes weekly reports.
- • Maintains and updates website content and departmental event calendar.
- • Maintains and updates departmental bulletin boards and coordinates dissemination of promotional materials around campus.
- • Complete other tasks as assigned*