Title: Graduate Assistant, Multicultural and Identity Programs

Department: Multicultural and Identity Programs

Reports to: Assistant Director, LGBTQ+ and Identity Programs

Job Summary:
The Graduate Assistant, Multicultural and Identity Programs is a graduate-level, 10-month (Monday, July 26, 2021 – Friday, May 20, 2022 (38 working weeks), part time 20 hours per week) position within Babson College’s Multicultural and Identity Programs Office. Graduate student follows the break dates of their academic program (Thanksgiving break, winter break and spring break). The primary focus of this position will be to closely assist Babson’s Multicultural and Identity Programs Office on a variety of projects that advance Babson’s student diversity, equity, inclusion, and belonging efforts. These efforts will complement and enhance the experience of a rigorous academic program for aspiring entrepreneurs and business leaders. The person who fills this position will receive direct supervision from an Assistant Director, LGBTQ+ & Identity Programs.

Key Responsibilities:
The Graduate Assistant will provide support to the Assistant Director of LGBTQ+ and Identity Programs in enhancing the quality of the Babson experience for students, including but not limited to:

- Assist with managing logistics and marketing of programs and events for Multicultural and Identity Programs, including Heritage Month programming, National Coming Out Day, National Coming Out Day and Trans Awareness week; partner with student organizations in the development of programs that enhance the student experience and amplifies the presence of the many identities represented at the College.
- Serve as a resource to student organizations in developing inclusive activities and foster the development of new student organizations with a diversity, equity, inclusion, and/ or multiculturalism focused mission; assist student
leaders and organization advisers in programming activities that promote diversity, multiculturalism, and inclusion; serve as graduate advisor for the Multicultural Student Leadership Council.

- Support administrative coordination and execution of signature campus events including but not limited to Student of Color Welcome Reception, Martin Luther King Jr. Legacy Day, LGBTQ+ & Allies Welcome Reception, Diversity Leadership + Scholars Send-off, Black Unity Summit, Students of Color Graduation and Send-off, and Lavender Graduation Celebration

- Assist in the development and facilitation of campus-wide training that advances institutional diversity and reinforces the common set of competencies for diversity, equity, and inclusion work; trainings include new student orientations, leadership development workshops, Babson Leadership Academy, and other student club and organization leadership training; As needed, based on climate trends and campus needs, design and implement additional ally training.

- Assist with maintenance and development of materials for the Multicultural and Identity Programs and Diversity, Equity, and Inclusion webpages and social media accounts that contribute to awareness of issues and events related to diversity and inclusion.

- Assist with benchmarking, research models for services, and data collection for program and service development.

- Serve on panels and committees, as required, to represent Multicultural and Identity Programs and graduate student perspectives

- Staff the front desk of the Student Life Suite to provide customer service while assisting with general Student Life projects

- Other responsibilities assigned based on experience, talent and interest

- Assumes additional responsibilities as required.

**Supervises:**

N/A

**Education Requirements:**

Minimum Level of Education Required: Bachelor’s Degree and currently enrolled in a Graduate Program

**Position Knowledge/Skills & Abilities Requirements:**

- Must be a matriculated graduate student - enrollment in a CSP, Counseling, or Higher Education Administration program preferred; non-matriculated students engaged in appropriate coursework may be considered

- Must be a self-starter, detail oriented, and able to communicate effectively
• Ability to think creatively while applying Entrepreneurial Thought & Action (ET&A) to solve problems
• Must be a committed and organized individual who is highly committed to the overall student experience, who exhibits an understanding of a multicultural community, and enjoys the cross-campus collaborative experience of a small college environment
• Demonstrate the ability to work collaboratively as well as autonomously
• Maintain a positive attitude and awareness of social justice principles
• Must have excellent communication, interpersonal, and problem-solving capabilities.
• Demonstrated effectiveness in working with a diverse student body, faculty, staff and other constituents.
• Must have strong computer skills including proficiency in Microsoft Office (Word, Excel, Access
• Envisions and proposes new methods to perform tasks that support ET&A; takes thoughtful risks; and accepts new and ongoing initiatives, objectives, and solutions to gain sought-after results.
• Anticipates and embraces change; demonstrates willingness to achieve, acquire, and utilize new skills and challenging tasks; and is flexible in changing conditions.

**Working Conditions:**
• Graduate-level, 10-month hourly paid position from Monday, July 26, 2021 – Friday, May 20, 2022 (38 working weeks), part time (20 hours per week)
• Office-issued laptop for work use throughout assistantship
• Option for furnished on-campus apartment (studio, one-bedroom, or shared two-bedroom) with no monthly rental fees (Monthly taxes would be incurred); $500/semester in Babson Bucks, parking, and professional development funds
• Ability to work evenings and weekends on a periodic basis

**Additional Experience, Skills & Abilities:**
• N/A