**Office of Intercultural Relations** – **Intercultural /African American Initiatives Graduate Assistant**

**Direct Supervisor:** Lesa C. Clark, Executive Director

**Contact:** lclark@odu.edu

**Purpose:** To gain experience working in an intercultural environment that promotes cross cultural competencies, student learning and engagement on campus. This is achieved through the implementation and development of multicultural and international education and programs to support the learning, social, and cultural development of diverse student populations. This position will focus primarily on the needs and progress of African American students/ students of African and Caribbean descent.

**Qualifications:**

* Regular or provisional admission to a master’s degree program at ODU with good academic standing.
* Experience in the planning, development, and implementation of programs, activities, and events for a broad cross-section audience.
* Able to supervise and attend an assigned number of weekend and evening campus events.
* Ability to collaborate with diverse individuals and University departments.
* Knowledge about international education and international students in the U.S.
* Demonstrated leadership ability and the experience in working with diverse multicultural populations. The main focus will be working with African American student populations
* Strong oral and written skills (writing sample must be submitted with resume).
* Ability to plan effectively and efficiently, creative, meets deadlines and simultaneously monitors the development of many projects.
* Computer competency, such as MS word, Excel, PowerPoint, and other systems are essential.

**Job Functions/Responsibilities:**

* Assists with the administrative function and coordination of programs and services that support the psychosocial and cultural development of multicultural student populations with specific attention to African American student populations
* Assists with organization and management of programs that enhance cultural awareness such as the Annual Sankofa Diner, Black Male Summit, Sisterhood Symposium, Unity Dinner, and Black History Month events.
* Serve as advisor to the Black Movement Council.
* Serve as a liaison between the Office of Intercultural Relations, student organizations, students, faculty, administrators, and community entities, duties to ensure promotion of a university community that values diversity and empowers global citizens.
* Compile information pertaining to local, regional, and national trends as it pertains to cross cultural interactions and impact on recruitment, retention, and graduation of multicultural students with special focus on African American student populations.
* Represent the department at resource and informational fairs and serve on University committees.
* Additional duties as assigned.

**Academic and professional knowledge and skills to be derived from this experience:**

* GA will obtain experience in various aspects of development and marketing of cultural, programs, events, and activities.
* GA will develop cross cultural competency skills from a global perspective.
* GA will obtain experience in navigating and working with diverse communities.
* GA will enhance his/her supervision, communication and analytical skills and detailed projection and analysis of project time lines.

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**Length of assistantships:** 1 year (Extendable)