

Unity Center Graduate Assistant (full-time 20 hr/week)

Department: Unity Center

Reports to: Interim Associate Dean of Students

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PURPOSE

Provide programming and outreach initiatives on a variety of topics central to the Unity Center, including but not limited to race, gender, sexuality, and interfaith initiatives. Develop an intersectional programming ethos that thoughtfully incorporates trainings, rest and wellness events, panels, lectures, and workshops.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- Assist in programming and promotion of Unity Center events, including production of promotional materials via Adobe Suite (Photoshop, Spark).
- Conceptualize events and negotiate with potential speakers on behalf of the Unity Center.
- Coordinate communications within and beyond the campus community, including overseeing day-to-day social media, planning around awareness days, and outreach to student groups.
- Assist in conceptualizing and facilitating trainings on diversity and inclusion within the campus community.

Professional Development and Learning Objectives

- Build a programming ethos that leverages institutional partnerships and collaborations.
- Learn how to program an event from concept to execution.
- Develop writing and public speaking skills associated with conducting outreach.
- Gain facility with digital outreach tools and the production of social media/promotional materials.
- Develop a framework to better understand the intersections of race, gender, class, disability, and other identity markers.