

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

Department: Unity Center

Reports to: Assistant Director, Unity Center

**PURPOSE**

Provide oversight of the Unity Center work study program, ensuring the development of undergraduate student leaders using a lens of equity and inclusion.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

- Create posting for work study positions, and develop rubric for performance evaluation
- Manage timesheets, submitting timesheets for payroll, and digitized way of tracking time.
- Work with students on schedule and projects, being sure to meet work study award parameters for each student.
- Curate content and curriculum for the development of students into leaders and ambassadors of equity and inclusion on campus. Deliver content and curriculum.
- Facilitate staff meetings, social gatherings, and regular check-in's with students
- Oversee lending library, general Unity Center email, front desk telephone/voicemail, and troubleshooting any issues with computers in the space.
- Oversee any tabling efforts, and attend Unity Center presentations when possible.
- Build professional development skills among students

**PROFESSIONAL DEVELOPMENT AND LEARNING OBJECTIVES**

- Student and youth development experience.
- Provide a comprehensive, and supportive experience to our students
- Design curriculum and evaluation
- Access to mentorship from Interim Associate Dean of Students, and Unity Center Coordinators, and opportunity to attend staff meetings.
- Develop a framework to better understand the intersections of race, gender, class, disability, and other identity markers.