



Graduate Assistant Job Description

Job Title: Graduate Student Administrative Assistant

Department: Dr. Patricia Carver Office of Identity and Inclusion/Student Affairs

Reports to: Director of Identity and Inclusion

Summary:

The Dr. Patricia Carver Office of Identity and Inclusion (OII) is seeking a part-time graduate student assistant to support programmatically and operationally the mission of the office. The mission of Carver OII is to develop and educate Bellarmine students, faculty, and staff on the power of their identities and their impact on the global community. We also serve as advocates on behalf of underrepresented populations, while promoting diversity, and encouraging community members to challenge their own personal narratives.

Essential Functions:

Major Tasks and Responsibilities

- Collaborating with the Assistant Director on the development and facilitation of Diversity Peer Educator programming and initiatives.
- Aid with the development of signature OII events and initiatives, including but not limited to, BU Dialogues, History and Heritage Months, Multicultural and Lavender graduations, and various student trainings.
- Advise at least one identity-based registered student organization (RSO).
- Supervise and mentor some student employees of OII
- Assisting with the maintenance of OII social media efforts and communications including listserv emails, promotional materials, and the maintenance of the office newsletter.

Required Qualifications:

Must be a regularly admitted graduate student in good academic standing in their program and school. They must maintain active status throughout the duration of the graduate assistantship. Must be able to regularly work between 10 and 13 hours a week. Must have some interest and/or experience working with diverse populations, student affairs, and DEI initiatives

Education, Knowledge, Skills, Abilities:

Bachelor's degree in a related area required.

Preferred Qualifications:

A Master’s student or candidate. Some experience with assessment and development of programs.

Supervisor Responsibility (if applicable):

Graduate assistant will supervise student workers, but scope of supervision is minimal.

Work location

This position is primarily on-campus in person, however, could be modified to a hybrid on a case-by-case basis.

Note:

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor.

Human Resources Use:

FLSA:	Job Group:
CUPA Code:	Grade:

Date approved:
Approved by:

Last revised:
Revised by: