

Grand Valley State University  
**Office of Multicultural Affairs**  
College Student Affairs Leadership (CSAL)  
**Students Promoting Diversity & Leadership Graduate Assistantship**

**Job Description:**

The Office of Multicultural Affairs (OMA) fosters a campus climate that respects and appreciates the history, culture and traditions of various ethnic groups. OMA empowers students to be active participants in the Grand Valley community. In addition, OMA stimulates and encourages intercultural awareness, social, cultural and professional development for all students. The OMA staff serves as a resource for students, faculty and staff on issues of inclusion, diversity, multiculturalism and interculturalism. The successful candidate will play a crucial role in fostering leadership, resource connection, development, and overall support to culturally based/identity-oriented student organizations affiliated with OMA. This person will triangulate communication between the Office of Student Life for compliance, procedure, and funding opportunities for student orgs; OMA for needs, engagement and collaboration opportunities; and student organizations for direct support, guidance, and streamlining of processes. The Graduate Assistant reports directly to the Director of OMA.

**Responsibilities:**

Provide direct support to culturally based/identity-oriented student organizations

- Serve as the point person for direct support to student organizations in the portfolio (30%)
- Coordinate educational outreach to student organizations for funding availability, effective leadership management, community building, and collaboration (15%)
- Prepare and support students to successfully present proposals for the Cultural Funding and Appropriations Funding (15%)
- Guide student organizations in event planning from ideation through execution (15%)
- Serve as a sounding board for student organizations to infuse events with inclusivity and best practices in their programming (10%)
- Facilitation of the onboarding experience for new leadership in student organizations (10%)
- Other duties as assigned (5%)
  - Assist with planning and implementing OMA's events
  - Attend OMA's weekly staff meetings and monthly divisional meetings
  - Research diversity and intercultural current issues and trends
  - Participate in team projects and programs as assigned for the Laker Connections Program
  - Closely collaborate with the Office of Student Life for guidance and processes compliance
  - Some weekend and evening hours are required

**Expectations:**

- Ability to self-start and track multiple tasks
- Ability to work on an individual level and in a team setting
- Demonstrate excellent communication and presentation skills
- Excellent planning and organizational skills
- Ability to work with diverse populations (age, ethnicity, title, and other identities)

- Experience with Canva, word processing, spreadsheets, and database management

**Qualifications:**

Education Requirements: BA/BS required & fully admitted to a GVSU Master's Program and in Good Academic Standing.

**Work Environment:**

This position will hold office hours in the Office of Multicultural Affairs on the Allendale Campus. Our office is in the Kirkhof Center room 1240. A cubicle and desktop are provided.

**Expected Learning Outcomes/Professional Competencies:**

The Graduate Assistant will gain skills in supervision, event planning, restorative justice practices, advising, mentorship, strategic planning, facilitation, social justice and inclusion, and retention initiatives for individuals with marginalized identities.

**Supervision/Collaboration with the Organization:**

Supervision will be with the Director of the Office of Multicultural Affairs.

**Graduate School's New Graduate Assistant Orientation (Mandatory):**

Graduate Assistants must attend the Graduate School's Graduate Assistant Orientation.

**Office of Multicultural Affairs Orientation:**

The Office of Multicultural Affairs will provide the Graduate Assistant with a 1-day orientation and additional learning materials through our Graduate Assistant Blackboard page. Additionally, the Graduate Assistant will attend an orientation for the Laker Connection affinity orientations.

**Additional Information:**

This position requires activities the week before the fall semester begins. We have orientation and preparation for our Laker Connections student orientation. Our students move-in early and have a 3-day orientation, before Transitions begins for all new students.

**Selection Process:**

The interested applicant should complete their application, provide a resume and cover letter, and two references. The hiring manager will determine the pool by eligibility and will forward the application materials to the hiring committee for ranking to invite the top four candidates for a virtual interview which will yield a finalist for offer. Appointment is contingent on HR process completion and reference checks.

**Terms of Appointment:**

This appointment is 10-month full-time positions provide 34 weeks of 20 hours per week (680 hours total) with a minimum of \$14,000 (\$7,000 per semester) stipend and 21 credit hours of tuition waiver (9 Fall, 9 Winter, 3 Spring/Summer). This assistantship will begin in August 2025 prior to the fall semester and will conclude in May 2026 after the winter semester.

**Contact Information:**

Tiburcio Lince, Director of the Office of Multicultural Affairs  
Office of Multicultural Affairs  
Kirkhof Center Room 1240  
616-331-2177  
[lincet@gvsu.edu](mailto:lincet@gvsu.edu)

For more information on the College of Student Affairs and Leadership master's program and application process visit <http://www.gvsu.edu/csal/>