



UNIVERSITY *of* WASHINGTON

OFFICE OF MINORITY AFFAIRS & DIVERSITY

Samuel E. Kelly Ethnic Cultural Center

GRADUATE STUDENT ASSISTANT, STUDENT DEVELOPMENT

ACADEMIC-YEAR COMMITMENT REQUIRED (Sept. 2015 – June 2016)

The Samuel E. Kelly Ethnic Cultural Center

In support of the University of Washington goals, the Samuel E. Kelly Ethnic Cultural Center (ECC) promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values. The Ethnic Cultural Center provides programs and a learning environment where students and student organizations collaborate, develop, and implement programs while building leadership and organizational skills.

Job Purpose

The Kelly Ethnic Cultural Center **Graduate Student Assistant for Student Development** position provides graduate students an opportunity for professional development and experience that compliments their course of study. This position is responsible for assisting the ECC Leadership Team with high quality work pertaining to leadership and diversity programming, student organization advising, education on Social Justice, and other administrative tasks as assigned.

This job classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit:

(<http://www.washington.edu/admin/hr/jobs/apl/union-info.html>)

The University of Washington is an equal opportunity employer.

Job Description

- Assist the Leadership Team in advising student organizations (co-hort of c.a. 15 orgs.) on matters of university policy, event planning, and other matters pertaining.
 - Provide counseling in the planning and implementation of registered student organization programs and events
 - Assist in the affiliation, registration and orientation process of ECC student organizations
 - Hold office hours on a weekly basis
 - Attend student organization meetings, events and programs
 - Serves as an advocate and liaison for students; advises students about other campus resources and services
 - Participate and work in partnership with other for community graduations
- Assist in development and coordination of Fall Quarter *OMA&D Mentor Power for Success Program, Weekly Social Justice Movie Night, Quarterly Faculty Spotlight, and other leadership events as needed*
- Coordinator all aspects of the ECC Student Resource Center

- Assist the Leadership Team in planning, designing, and implementation of *ECC Signature Events: First Year Retreat, Diversity Leadership Conference, and End of the Year Gala Celebration*
- Assist in the development and coordination of programming as it relates to Education on Social Justice and Faculty programs.
- Take the lead in the facilitation of Kelly ECC Leadership *workshops* as needed
- Participate in the promotion of the ECC by providing tours and helping to maintain facility integrity as well as participate in presentations at campus wide events

Expectations

- Act as liaison for the Kelly Ethnic Cultural Center and the non-UW community including collaborations with other university entities
- Hold office hours to maintain regular contact with student organizations, ECC staff and OMA&D
- Required attendance to all ECC staff meetings, trainings and orientations
- Available to work evenings and weekends
- Meet with your supervisor weekly to provide updates on progress of projects and programs.
- Adhere to mission of the ECC, OMA&D and the University
- Provide general ECC front desk office coverage when needed
- All other duties as assigned by Director or Director's designee

Conditions of Employment

Under the Conditions of Employment, the candidate must have the:

- Ability to sit for 5.5 hours per day or more
- Ability to lift up to 50 lbs between 2.5 and 5.5 hours per day
- Ability to carry 15 to 25 lbs between 2.5 and 5.5 hours per day
- Ability to climb (step stool, ladder, stairs); reach above shoulder height for less than 1 hour per week
- Ability to keyboard/type the fine manipulation such as using a mouse and handwriting for 2.5 to 5.5 hours per day
- The position does require some physical work in setting up table and chairs, easels, projectors, portable screens, equipment, along with hanging curtains or banners for special projects or events. This may include climbing ladders to do so. The frequency of each is dependent on the day/event.