

<p style="text-align: center;"><b>Graduate Assistant Position</b> <b>Tribal College Partnerships Program</b> <b>Equity, Diversity, and Global Outreach</b> <b>North Dakota State University</b></p>
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The Graduate Assistant will directly assist the Tribal College Partnerships Program Coordinator in the areas of program organization, cultural program planning, correspondence with departments on campus, and outreach to off campus entities.

The position will be at least half-time (Monday through Friday, 20 hours per week and may include some evening and weekend hours) and a 9 – month appointment paying \$10,000 per year. The student will receive a tuition waiver (does not include fees). The graduate assistantship will include both fall and spring semesters of the 2014-15 academic year. A second year appointment is available contingent upon satisfactory performance in the position, graduate studies, and availability of funds.

### **Job Description**

The Graduate Assistant will assist with the following:

- coordination of the NDSU Indigenous Affinity group meetings
- finding requested information for Tribal College programs
- coordination of the Tribal College Partnerships Program advisory committee
- working with local Native American programs on education projects involving youth
- publishing a bi-monthly e-newsletter by supplying news articles, design, and photographs
- communication with Tribal College and NDSU Extension Service contacts
- coordination of Native American Heritage Month events in November
- organize meetings held on campus for the Coordinator and guests to campus
- greet and answer questions about NDSU when the Coordinator is unavailable
- reception office duties, as needed
- other duties as assigned

### **Qualifications**

The Graduate Assistant must be admitted to a graduate program at NDSU; have demonstrated leadership abilities; must be proficient in the use of Microsoft Office.

### **Preferred Qualifications**

Bachelor's degree in education or related field and experience working with Native American people in an education setting. Experience with data collection & analysis. Grant writing knowledge.

### **To Apply**

Send a cover letter and a resume with names, addresses, and phone numbers of two professional references to Jaclynn Davis Walette, Equity, Diversity, and Global Outreach, 200 Equity & Diversity Center, North Dakota State University or [Jaclynn.walette@ndsu.edu](mailto:Jaclynn.walette@ndsu.edu). The review process will begin May 31, 2014. Start date: August 16, 2014. Office location: Equity & Diversity Center, NDSU campus.