Graduate Assistant Position I
New Beginnings for Tribal Students
Office of Multicultural Programs
Equity & Faculty Unit
North Dakota State University

The Graduate Assistant will directly assist the Office of Multicultural Programs (OMP) with the New Beginnings for Tribal Students grant in areas such as 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). The student will receive a tuition waiver (does not include fees) and a stipend of $1,200 per month. The graduate assistantship will be for the spring and summer semesters of 2021. Another appointment beyond the spring and summer semesters 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:

- Communicating and collaborating with the Office of Multicultural Programs staff
- Assist OMP staff with cultural program planning for the Native American cultures such as offering to find space for events, order catering, publicize the event, and assist with evaluations of events
- Meeting individually with Native American students to provide ongoing encouragement and advisement
- Oversee the Native American resource room activities
- Assist with duties for the Advisory Council
- Participate in campus recruitment programs both on and off campus in collaboration with the Office of Admission
- Reception office duties and 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, social science, or related field and experience working with Native American people in an education setting. Ability to interact and collaborate effectively with a diversity of colleagues and students. Grant writing knowledge.

Duration of Assistantship & Office location

February 2021 to August 2021: 178 Memorial Union, NDSU campus

To Apply

Email a current resume to Jaclynn.Wallette@ndsu.edu by February 5, 2021