

The Office of Equity & Inclusion at Whittier College seeks a Graduate Assistant, Black Student Success.

The Office of Equity Inclusion - Black Student Success Graduate Assistant is a position that provides a student affairs / higher education Master's student the opportunity to receive hands-on experience within an identity center. Specific projects will be dependent on the skills/competences that the applicant articulates as a need. Some include but are not limited to advising, planning, facilitating, project management, and assessment.

Hours: Monday – Friday, 25-30 hours per week

Exempt Status: Non-Exempt

Full Time/Part Time status: Part Time

Salary Range: \$19.00 per hour; Salary will commensurate with experience, skills, and knowledge.

Reports to: Director, Office of Equity & Inclusion

Location/Department: Whittier College, Office of Equity & Inclusion

Responsibilities

Programming

- Organize Black Male Initiative (BMI) mentorship programming in the areas of academics, leadership engagement, career planning, gender and masculinity enrichment.
- Coordinate the execution of Black History Month events, and support services for Black students.
- Assist in the coordination of the Brotherhood Leadership Program (BLP) programming that promotes a sense of belonging, a sense of brotherhood and bonding to those students who self-identify as men of color (i.e., peer project, mentoring, workshops) in support of retention and persistence initiatives and elimination of success gaps
- Develop and facilitate dialogue sessions surrounding social issues such as racism, oppression and privilege.
- Assist in other programmatic functions as required, such as special events, to support the OEI.

Orientation

- Assist in the planning of the BLP pre-orientation, including creating a recruitment plan for admitted Black self-identity males, create marketing material and provide recommendations.
- Assist with the pre-planning for Summer 2022 identity-based orientation programming, including reviewing past program information, providing recommendations, and outlining content for summer programs.
- Provide recommendations and initial program plans for identity conscious Weeks of Welcome programming.
- Design training modules for student peer leader training related to equity and belonging.

Assessment and Program Evaluation

- Assist with assessment/evaluation data collection and analysis.
- Compile monthly data into an operational summary.
- Utilize best practices to operationalize OEI's data driven, outcomes-focused, cultural competency assessment plan
- Identify, evaluate and propose solutions to program areas that need special attention.
- Provide reports as needed.

Administration

- Work with the OEI professional staff and DEI Ambassadors to enhance the DEI programming.
- Foster relationships with Black students and identity student organizations and work collaboratively to support an inclusive community.
- Coordinate and design program and services content for web page and social media outlets.
- Document services and contacts and maintain accurate and complete records utilizing current technology.

Non-Essential Functions of the Job

- Attend and contribute to regular Brotherhood Leadership Program meetings and assist in the execute of BLP and OEI services.
- Other duties as assigned

Position Specifications and Requirements

Previous Experience

- Knowledge of racial identity development theories, critical race theory, multicultural organizational theories and intercultural communication theories
- Event planning and management for large events
- Experience working in the field of diversity/multicultural affairs
- Student advising and providing resources
- College administration work beneficial
- Preparation and presentation of identity leadership workshops
- Knowledge of current DEI trends

Knowledge and Education

- Bachelors required
- Enrolled in a graduate program in Higher Education Administration, Student Affairs, Student Personnel or related field
- A commitment to the ideals of liberal arts education required
- Project management skills with a strong focus on attention to detail in regards to program planning and logistics
- Exemplary communication skills (both written and oral); must be able to effectively interpret, organize, and present information and ideas

Application Deadline

Until Filled

The position is based in Whittier, CA. To be considered for this position, please submit your cover letter and resume to: **whittierjobs@whittier.edu** or mail to Whittier College, Attn: Human Resources Manager, 13406 E Philadelphia Street Whittier, CA 90608. AA/EOE.

<https://www.whittier.edu/humanresources/support>