



Greenville University | Diversity & Inclusion

Title of Position:	Diversity & Inclusion Graduate Assistant
Contact:	Dr. Pedro Valentin Dean of Diversity & Inclusion pedro.valentin@greenville.edu
Number of Positions available:	1
Contract Length:	10 Months (August 2020-May 2021)
Average Number of Hours per Week:	20
Position Requirements:	May require work on weekends and evenings
Salary:	Minimum \$600/month
Additional Benefits:	On-Campus Housing

Position Description:

Duties:

- Co-direct the Mosaic Diversity Scholars Program (recruiting, orientation, mentorship and program planning).
- Co-advise the student organization Mosaic Student Association (leadership development, advising, and program planning with leadership board).
- Coordinate campus-wide efforts with other departments engaging Diversity & Social Justice initiatives (Institute for Community and Justice, Andrews Chair for Christian Unity, etc.).
- Track Mosaic Diversity Scholars engagement.
- Provide general support to students as needed.
- Assist in the Office of Diversity and Inclusions Faculty/Staff trainings, Book Club and programs that are partnered with other departments.
- Managing of the office's social media platforms (Facebook, Instagram and Twitter).
- Sit on the University's Diversity Committee.
- Other duties as assigned by the Dean of Diversity and Inclusion.

Required Qualifications:

1. Bachelor's Degree and concurrent enrollment in a full-time, graduate level, higher education program.
2. Demonstrated commitment to diversity, social justice and serving underrepresented students.
3. Graduate Assistant may not hold a full-time job. Other part-time employment, in or outside the University, must be approved by both supervisors.