



Southern Illinois University Edwardsville | Center for Student Diversity and Inclusion

Title of Position:	Center for Student Diversity and Inclusion (CSDI) Graduate Assistant
Contact:	Tarsha Moore Assistant Director for the Center for Student Diversity and Inclusion tarmoor@siue.edu
Number of Positions available:	1
Contract Length:	12 Months Summer Employment Required
Average Number of Hours per Week:	20
Position Requirements:	May require work on weekends and evenings
Salary:	\$913.92/month during School Year \$15/hour during the Summer

Position Description:

Assist in the development and implementation of the Sustained Dialogue program Assist with the development and implementation of various cultural heritage month celebrations including Black Heritage Month, Latinx Heritage Month, LGBTQ History Month, Women's History Month, etc. Assist with CSDI signature initiatives including, but not limited to, MLK luncheon and campus celebration, pre-commencement graduation celebrations for underrepresented students, Inclusive Conversation series, and more. Other duties as assigned that contribute to the mission and vision of the Center for Student Diversity and Inclusion.

Required Qualifications:

1. Enrolled in the College Student Personnel Administration graduate degree program at SIUE
2. Minimum cumulative GPA of 3.0 at the time of application and maintain a 3.0 cumulative GPA for duration of appointment
3. Ability to relate to students of differing backgrounds
4. Familiarity with Microsoft Office Suite including Word, PowerPoint, Excel, etc.
5. Strong oral and written communication skills
6. Strong time management skills and ability to manage multiple priorities/deadlines
7. Good disciplinary and financial standing with the University
8. Previous programming experience