



St. Louis College of Pharmacy | Diversity and Inclusion

Title of Position:	Graduate Assistant for Diversity and Employer Relations
Contact:	Alechia Abioye Director of Diversity and Inclusion alechia.abioye@stlcp.edu
Number of Positions available:	1
Contract Length:	10 Months
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:

- Conduct 1:1 sessions with BESt Scholar program students that may include, but are not limited to: academic coaching, academic monitoring, career exploration
- Plan, deliver, and assess culturally focused social programming for BESt Scholars
- Develop and implement marketing strategies using social media, promotional print materials, and targeted student emails
- Develop monthly newsletter for the Office of Diversity and Inclusion
- Research industry based job and internship opportunities
- Facilitate the BESt Scholars Peer Mentoring program
- Help develop and maintain database of key industry partners to correspond opportunities or event notifications via email and/or in-person
- Maintain database of key faculty and staff to correspond opportunities or event notifications via email
- Promote and be able to instruct students and employers on how to use online career resources
- Assist in coordination and execution of special events and programs
- Represent the offices at university sponsored and campus-wide events
- Attend and contribute to staff meetings, 1:1 supervision appointments, and training sessions
- Perform general office duties as needed

Required Qualifications:

1. Consideration is given to students in all graduate programs, preference given to students in Higher Education Administration/Leadership, Career or Mental Health Counseling, School Counseling, or a closely related field
2. Excellent interpersonal, written and oral communication skills
3. High attention to detail with document creation/editing
4. Ability to manage multiple projects and timelines
5. Ability to speak publicly and conduct group presentations
6. Ability to work independently and within a team
7. Demonstrated commitment to working with multi-cultural populations
8. Strong knowledge of Microsoft Office software (Word, PowerPoint, Excel, Publisher)
9. Knowledge of internet/online research applications and general communication technology
10. Knowledge/Experience with Career Service Management software preferred
11. Knowledge/Experience with CliftonStrengths Finder, MBTI, Strong Inventory, and/or True Colors preferred

12. Self-starter, high sense of initiative, and goal-oriented • Requires 20 hours per week while school is in session including some evenings and weekends; other hours by mutual agreement