***Position Summary***

The Graduate Assistant (GA) in Southwest Minnesota State University (SMSU)’s Office of Diversity & Inclusion (ODI) will support two concurrent operations within this office: first, ODI’s program development, student academic persistence and success outreach, and tasks directly related to equity, diversity and inclusion efforts. Secondly, this position will also provide support to the Mustang Pathway Program (MPP) and all facets of its operations.

***Salary & Appointment***

Position appointed on an annual basis from August – May. Annually awarded a stipend of $8,000 paid bi-weekly and a tuition waiver for up to 18 credits of SMSU graduate coursework. The successful applicant will work 10 – 14 hours each week during the semester. Assistantship can continue into second year if all parties are interested.

***Qualifications***

* A Bachelor’s Degree from an accredited institution, as well as admission and enrollment in SMSU’s School of Graduate Studies
* Strong interpersonal, verbal and written communication skills
* The ability to take the initiative and work independently
* Demonstrated adherence or the ability to adhere to Federal, State, and University confidentiality restrictions regarding student records, data, rules, and regulations
* Knowledge of student support services such as advising, financial aid, career exploration, and academic support services
* Proficiency in Microsoft 365 applications such as Word, Excel, PowerPoint, Teams, and Outlook.
* The ability to navigate social media platforms such as X (formerly known as Twitter), Instagram, Facebook, Snapchat, and TikTok
* Prior experience working with diverse populations and underrepresented students is preferred

***Key Responsibilities***

* Program Development**:** Assist the Associate Director with all facets of program planning and execution including (but not limited to) pre-event communication, budgeting, scheduling, marketing, as well as pre- and post-program tasks. *Attendance at special events and programs co/sponsored by the Office of Diversity & Inclusion is required unless otherwise approved by the Associate Director.*
* Mustang Pathway Program**:** Assist the Associate Director with tasks including (but not limited to) outreach and recruitment, budgeting, marketing, student meetings, and living-learning community activities throughout the academic year. Serve as a mentor to current Mustang Pathway Program students.
* Student Academic Persistence and Success**:** Connect with current students utilizing phone, email, text, and in-person follow-up throughout the academic year. Provide necessary referrals to campus and community resources that support basic student personal and academic needs. Follow up with students after initial contact to determine what, if any, additional supports are needed.
* Data Management**:** Utlize Slate (SMSU’s Customer Relationship Management tool) and other University systems to maintain accurate records of outreach and engagement with prospective Mustang Pathway Program students, as well as current student outreach efforts.

***Key Responsibilities (continued)***

* Marketing and Outreach**:** Support the development and implementation of outreach and educational initiatives that promote ODI’s mission. **Serve as a representative of the Office and the Mustang Pathway Program at a variety of events. Deliver presentations and share program information as appropriate.**
* Professional Development**:** Attend and assist the Associate Director with the University’s Diversity, Equity, and Inclusion subcommittee. In partnership with the Associate Director, attend virtual and in-person professional development sessions. Where appropriate, the Graduate Assistant may also attend open University faculty and staff sessions looking for feedback about processes impacting students (i.e.Student Technology Committee).
* Administrative Support**:** As appropriate, perform general office management duties such as greeting visitors, answering phones, and scheduling appointments. Assist with special projects and other tasks as assigned.

***Supervision***

The successful applicant will be directly supervised by the Associate Director of Diversity & Inclusion and the Mustang Pathway Program. Regular meetings will be held throughout the assistantship to encourage open communication and foster professional and personal growth of the graduate assistant.

***Application Package Information***

A complete application will include an interest letter, resume, unofficial transcript(s) and the names and contact information of three (3) professional references.

***Questions and application materials should be sent to***

Jeet M Sausen (Associate Director of Diversity & Inclusion and Associate Director of Mustang Pathway Program): [jeet.sausen@smsu.edu](mailto:jeet.sausen@smsu.edu) or 507-537-6257.

***About the Office of Diversity & Inclusion***

The mission of the Office of Diversity & Inclusion is to provide an inclusive, quality and comprehensive educational experience for students from all religions, races, ethnicities, genders, ages, sexual orientation and countries. We work engage to the campus and surrounding communities by promoting and advocating for diversity and multiculturalism.

More information can be found here: <https://www.smsu.edu/administration/diversityinclusion/index.html>

***About Southwest Minnesota State University***

Southwest Minnesota State University is one of seven universities in the Minnesota State system. SMSU offers a high quality education in the liberal arts and professions to prepare students for a life that is successful both personally and professionally. SMSU has grown into a university of choice with high national rankings, producing scholars who become the leaders, thinkers, and entrepreneurs of the future.

More information can be found here: <https://www.smsu.edu/index.html?1>