

2024-25 Office of Inclusion (IMQ) Graduate Assistantship Hispanic/Latiné Student Services

OVERVIEW

The [Office of Inclusion: Multicultural and LGBTQIA Student Services](#) (IMQ) welcomes students to our inclusive campus community where we support cultural, gender, and sexuality diversity through programming, events, and thoughtful community engagement in a safe and supportive environment.

We strive to create and foster an all-inclusive campus community that cultivates a safe and welcoming environment for underrepresented student populations. We promote academic and personal growth through mentoring, multicultural and LGBTQIA programs, and campus-wide initiatives. Our department instills a respect for diversity, inclusion, and belonging through our commitment to equity and justice.

The Graduate Assistant reports to the Assistant Director for Hispanic/Latiné Student Services in the Office of Inclusion to support, empower, and promote the success of students through identity affirming programming, student engagement, and student support services. Support for students includes coordinating programs & events that create community and a sense of belonging and providing holistic guidance, mentoring, and resources to empower students to reach their academic and personal goals.

DUTIES & RESPONSIBILITIES

- Assist with the planning, coordination, and facilitation of intersectional programs, events, and activities such as cultural celebrations, social events, workshops, discussion series, guest speakers, and convocations.
- Create marketing materials for events and programs in partnership with supervisor and the Student Affairs Strategic Initiatives (SASI) team.
- Serve as a professional mentor to students and connect them to resources that support their academic, career, and personal goals.
- Monitor engagement of students through event attendance, personal contacts, and appropriate referrals.
- Assist with the digital marketing and social media communications for Hispanic/Latiné Student Services, including Instagram and Facebook.
- Assist the Office of Inclusion with outreach to prospective and current students and their families through Discover NAU, Orientation, campus presentations, and phone call/email campaigns.
- Serve as a liaison to the NAU and Flagstaff Hispanic/Latiné communities, including working with student organizations and university partners in the development of programs and events.
- Develop and expand community connections and partnerships with NAU and Flagstaff Hispanic/Latiné organizations.
- Complete all required training prior to the start of the Fall/Spring semesters and throughout the academic year.
- Perform other duties as identified to enhance professional development and/or support the success of our services.

QUALIFICATIONS

- Bachelor's degree and enrolled in a graduate program at NAU.
- Experience mentoring/coaching students for success (preferred qualification).
- Experience in planning, coordinating, and facilitating programs, events, and workshops.
- Strong presentation and facilitation skills.
- Experience working with people from a variety of culturally diverse backgrounds and ages and a demonstrated appreciation for diversity.
- Effective communication and interpersonal skills.
- Demonstrated ability to work as a contributing member of a team.
- Computer competency including Microsoft Office Suite and database.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to problem solve and make decisions with limited guidance.
- Ability to develop and maintain effective working relationships.
- Ability to work effectively with people from a variety of culturally diverse backgrounds.
- Ability to work individually and as a contributing member of a team.
- Ability to manage time effectively, prioritize tasks, and meet deadlines.
- Ability to learn and demonstrate an understanding of NAU support services, processes, systems, and policies.

TERMS OF EMPLOYMENT

Enrollment

Employment is contingent upon admission to the NAU Graduate College AND acceptance into a graduate program at NAU. According to the Graduate College "To be awarded a graduate assistantship, students must be full-time, graduate degree-seeking students, with a GPA of 3.0 or higher. Students that are conditionally admitted to a graduate program due to a GPA below 3.0 upon admission are not eligible to receive a graduate assistantship." Please review the [Graduate Assistantships & Tuition Waivers](#) webpage for more information.

The Graduate Assistant must remain in good academic standing with NAU during employment, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion of a minimum of nine (9) credit hours in both Fall and Spring semesters which apply towards graduation.

Period of Employment

During the academic year, employment begins approximately one week prior to the start of the Fall semester (August 19, 2024) and runs through the end of the Spring Semester (May 9, 2025). Graduate Assistants are released for the semester at 5 p.m. the Friday of Finals Week in December and in May. Graduate Assistants are expected to return to work in January by the Monday before the start of classes (January 13, 2025). Graduate Assistants are off contract during specific dates for university closure, such as Labor Day, Veterans Day, Thanksgiving Break, Winter Break, and Spring Break.

All Graduate Assistants are hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that Graduate Assistant candidates view the assistantship as a two-year commitment.

Work Hours

This position is part-time, approximately 20 hours/week, with regular weekend and evening commitments. Please note that there will be peak times throughout the year when work hours may exceed 20 hours/week. Graduate Assistants may not accept other on-campus employment during the contracted period. Off-campus employment may be considered with prior discussion with the supervisor.

Remuneration

- A stipend of \$16,000 for 20 hours/week for the academic year.
- 100% Tuition waiver (excluding any university fees, program fees, and parking permits)
 - Please review the [Graduate Assistantships & Tuition Waivers](#) webpage for more information.
- Waiver of the student health insurance premium (if you select to enroll in student health insurance)

Background Checks

All employment offers are contingent upon a criminal background investigation, employment history review, and a fingerprint check.

APPLICATION MATERIALS:

- Cover Letter, including the following:
 - Introduction (including your background and undergraduate experience)
 - Answer the following questions:
 - What qualities and/or traits will make you successful in this position?
 - What role does mentorship and intentional programming play in the success of diverse student populations, particularly Hispanic/Latiné students?
 - How would this assistantship benefit your graduate student experience?
- Resumé
- Two References (Name, relation to applicant, and contact information)

HOW TO APPLY:

Email application materials to vidal.mendoza@nau.edu with a subject line of Office of Inclusion GA Application 2024-25. If you have any questions or need more information, please contact:

Vidal Mendoza (she/her/ella)

Assistant Director, Hispanic/Latiné Student Services

Office of Inclusion: Multicultural & LGBTQIA+ Student Services (IMQ)

(928) 523-1489 or vidal.mendoza@nau.edu

EQUAL EMPLOYMENT OPPORTUNITY

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples. [EEO Law Poster](#). NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.