



Appalachian State University
The Office of Intercultural Student Affairs
Graduate Assistantship
Multicultural Center



The Office of Intercultural Student Affairs (ISA), a part of the Division of Student Affairs, contributes to the academic mission of Appalachian State University by providing marginalized and underrepresented students with mentoring, advocacy, community and identity affirmation; as well as by offering multiple and varied learning opportunities for all Appalachian students to develop an appreciation for diversity and different perspectives, enhance self-awareness, increase multicultural knowledge and strengthen intercultural competency.

The Multicultural Center (MCC), a unit within ISA, provides a space for multicultural learning, dialogue, social gathering and organizational support and leadership development for Multicultural clubs and organizations. Run largely by a dedicated group of student volunteers who assist with the development, marketing and implementation of programs.

- Coordinate all aspects of the Multicultural Center
- Serve as coordinator of the Multicultural Center (MCC) volunteer program.
- Supervise desk shifts, special projects, recruitment, and training
- Maintain the MCC reservation calendar and display case and update periodically with educational and programmatic materials.
- Serve as Co- Advisor to the Associated Organizations of Intercultural Affairs
- Plan all aspects of meetings, retreats, workshops, and all communication with Graduate Assistants of ISA.
- Coordinate recognition programming for multicultural students (i.e., academic and leadership) in conjunction with Henderson-Springs LGBT and the Women's Center.
- Provide outreach for the over 30 multicultural groups on campus
- Maintain the websites for the Roundtable and Multicultural Clubs
- Offer diversity and inclusion trainings for new club officers in key areas such as marketing, fundraising, leadership development, room and contact table reservations, and other club needs
- Assist with various collaborative recruitment and retention efforts such as workshop development, help to recruit volunteers, day-of support:
 - Admissions Spring Receptions
 - ASCEND Orientation
 - ASCEND Mentor Trainings
 - Open Houses
- Coordinate the Intercultural Critical Conversations Series
- Co-direct the ASCEND Program
- Select, hire, train ASCEND Peer Mentors during the spring semester.
- Budget management, programmatic development, relationship building with students,

The graduate assistantship in ISA requires the candidate to work 20 hours per week. The individual in this position will report to the Assistant Director for Intercultural Student Affairs.

Additional qualifications include:

- An undergraduate bachelor degree
- Prefer demonstrated involvement in diversity issues, multiculturalism or social justice activities.