Position Description:
The Office of Student Activities (OSA) at Christopher Newport University is seeking an interested graduate student to become a part of the Student Activities team. This position is designed to give a full-time graduate student the opportunity to participate in practical, hands-on experience in the area of diversity, multicultural programming and advising. The graduate assistant will play an active role on the student activities team, and will work directly with student leaders to plan and implement small and large scale programs, speakers and initiatives at the University.

About Christopher Newport University:
CNU is a public school offering a private school experience -- great teaching, small classes, and a safe, vibrant campus. A “student-first, teaching-first” community, CNU is dedicated to the ideals of scholarship, leadership and service. The University is located in Newport News, Virginia and enrolls 5,000 students. The University has recently completed nearly $1 billion in capital construction on its 260-acre campus, generated nearly 9,000 applications for a freshmen class of 1,200 and has been named one of the top 10 “up and coming” liberal arts schools in U.S. News & World Report’s America’s Best Colleges guide. For further details and information about Christopher Newport University, visit the University’s web site at http://www.cnu.edu.

Responsibilities:
- Hold a total of twenty (20) office hours per week.
- Assist in the planning of educational and social programming surrounding issues of diversity and multiculturalism.
- Support the Assistant Director for Diversity Initiatives with identifying the needs of underrepresented students and planning appropriate programming and educational efforts toward those needs.
- Provide leadership to, support, advise and mentor cultural and diverse student organizations, including the Multicultural Student Association (MSA), Spectrum (CNU’s LGBTQ support and advocacy organization), etc.
- Provide active and passive programming for diversity theme days/weeks.
- Work with agents and performers to negotiate and execute performance contracts.
- Attend and supervise diversity initiatives and student activities events as needed.
- Assist the Office of Student Activities (OSA) with program planning and implementation that enhance students’ cultural competency, leadership skills and personal growth.
- Assist in the coordination of special events produced by OSA, including but not limited to Club Fair, Captains Ball, Student Leadership Awards, Women/Men in Leadership Programming, Emerging Leaders Programming, etc.
- Assist in the development of marketing strategies for events and educational efforts.
- Attend department and division meetings as able and contribute to discussion items and office business.
- Work collaboratively with campus offices, departments, and student organizations to develop educational and programming initiatives.
- Meet regularly with supervisor to provide updates, monitor performance, and seek guidance on the graduate assistant experience.
- Other duties as assigned.

Desired Qualifications:
The graduate assistant must be admitted to and enrolled full-time or have a Master’s degree, preferably in higher education administration or student personnel. Applicants with previous experience and knowledge of programming and/or advocating for a diverse population on a college campus are strongly encouraged to apply. Candidates should exhibit maturity, enthusiasm, and creativity.

Classification/Hours:
This assistantship is a part-time (20 hours per week) position, with the understanding that some weeks require more hours than others. Some hours will be spent in the office, while others are spent at events in the evening and on weekends.

Length of Assistantship: January 6 – May 31, 2014 (dates are negotiable based on schedule, assistantship is renewable pending performance review)

Remuneration for Assistantship: Compensation is TBD for a period of nine and half months.