The Graduate Assistant (GA) will support the OMA Associate Director with constituency based programming including the Columbia Mentoring Initiative and additional programs or events.

The GA will work with the OMA Associate Director in hosting and facilitating regularly scheduled discussion groups that explore various political and social themes targeted to specific communities – for instance (wo)men of color, racial/ethnic communities, or mentorship of a student club.

The role provides event management, leadership development for student leaders, constituency-based outreach, support with social media and program assessment/evaluation.

The GA will participate in Multicultural Affairs and Student Affairs committees, trainings, retreats and general campus activities that are supportive of Multicultural Affairs and Undergraduate Student Life as needed.

The GA must be available for frequent evening and weekend programs and meetings.

- **Programming (50%)**
  - Columbia Mentoring Initiative (35%)
    - Coordinate CMI-wide programs and activities
    - Advise team of family tree chairs to implement programs
    - Facilitate weekly family tree chair meetings
  - Sister Circle or Men of Color Alliance (15%)
    - Co-advising team of coordinators
    - Attend (bi) weekly coordinator meetings
    - Attend program events and activities when available
- **Administrative (20%)**
  - Edit weekly newsletter
  - Create assessment and evaluation tools
  - Generate reports on programs and work
  - Develop and update student leader manuals
  - Track program budgets
- **Meetings & Retreats (15%)**
  - Meet one-on-one weekly with supervisor
  - Attend weekly OMA staff meetings
  - Co-facilitate Under1Roof sessions
  - Attend monthly Community Development professional development meetings when available
- **Social Media (15%)**
  - Regularly update OMA website with new information
  - Post information, pictures, flyers on the OMA Facebook page
  - Utilize LionLink to communicate information to student leaders
  - Create webforms and assessment tools using the appropriate technology

To apply, email multicultural@columbia.edu by May 17, 2015.