

**Ciresi Walburn Fellows & Excel! Research Scholars Programs  
Graduate Assistantship Position 2022-23**



<b>Position Title:</b>	Graduate Assistant – Ciresi Walburn Fellows and Excel! Research Scholars Programs
<b>Type Of Position:</b>	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
<b>Institution Name:</b>	University of St. Thomas
<b>Institution Description:</b>	Established in 1885, the University of St. Thomas is Minnesota’s largest private university with an enrollment of 11,000 students studying a wide range of liberal arts, professional, and graduate programs. Inspired by the Catholic tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely and work skillfully to advance the common good.
<b>Supervisor:</b>	Kenneth J. Cooper, Ph.D.; Director of Ciresi Walburn Fellows & Excel! Research Scholars Programs
<b>Department Description:</b>	The Center for Student Achievement intentionally integrates resources to empower students to navigate academic and professional goals. The center is a collaboration of Academic Affairs and Student Affairs at the University of St. Thomas.

<b>Appointment:</b>	<b>Compensation:</b>	<b>Remuneration:</b>
<input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> 12 Months <b>Start Date:</b> 01/31/22	<input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds	Week Hours: approx.. 15 - 20/week during Fall, Spring, and Summer  Payment Frequency: Bi-Weekly

**Position Description & Responsibilities**

The Ciresi Walburn Fellows & Excel! Research Scholars Programs Graduate Assistant will support the Director of CWF/ERS in developing and executing programming for undergraduate students who identify as first-generation, low-income and/or underrepresented. The GA will assist with annual retreats, cohort activities, national conferences planning, summer internships, and mentoring. The GA will also provide general support to the Director based on the programs’ needs and/or student interests. Additional responsibilities may include communicating with partners and giving presentations. The GA will gain valuable experience in cultural competency, social justice and diversity awareness, office and event management, supervision of students, facilities and resource management, budgets, facilitation and workshop development, and/or marketing. The GA will also develop relationships with key university stakeholders such as Student Diversity and Inclusion Services, the Racial Justice Initiative, Alumni – Corporate – and Careers (ACC), Admissions and Recruitment, Campus Life, Residence Life, and many others.

**Responsibilities**

The duties and responsibilities of the CWF/ERS GA shall include, but is not limited to, the following:

- As a critical member of the CWF/ERS, assist with planning, organizing, coordinating, and marketing CWF/ERS events. An effective GA will demonstrate exceptional event/project/time management skills, written communication skills, and the ability to think big while also attending to details.
- Assist with CWF/ERS recruitment, training, program development, and orientation. An effective GA will possess exceptional listening skills, give and receive positive and constructive feedback, and understand group dynamics and student development.
- Support the development of programs/initiatives on issues affecting African American male and BIPOC student populations, including religious, LGBTQIA+, and people with disabilities student populations.
- Serve as a liaison to the CWF/ERS programs and departments seeking to collaborate on programming.
- Interact with campus professionals and maintain regular hours to serve as a resource for students and organizations.
- Assist with general support, such as answering phone calls, replying to emails, updating our websites, developing social media postings, drafting PowerPoint presentations, working with Excel, and creating correspondence through Word when needed.
- Attend all necessary cultural competency and/or diversity trainings; become a cultural competency workshop facilitator
- Attend regular supervision and staff meetings; review literature as provided.
- Perform other duties assigned by the Director.

### Qualifications

- Applicant must be in good academic and conduct standing with the university with a minimum of a 2.5 grade point average.
- Preference for graduate students who have demonstrated a commitment to equity, justice, inclusion, and diversity, and significant experience working with a target population of low-income, first-generation in college, and underrepresented student groups.
- Understanding the importance of the Ciresi Walburn Foundation's mission, the Center for Student Achievement's purpose, and the University of St. Thomas' commitment to equality.
- Team-oriented approach to work.
- Ability to incorporate multicultural perspectives and issues into everyday conversations.
- Exceptional communication, administrative, and project management skills
- Must be degree-seeking at the graduate level.
- Must be actively enrolled at least part-time in courses for credit
- Must have the ability to work 15 - 20 hours a week.

### Application process & requirements

- **Contact Name:** Kenneth J. Cooper, Ph.D.; Director of Ciresi Walburn Fellows & Excel! Research Scholars Programs
- **Address:** MHC 106C
- **Phone:** 651-962-5960
- **Email:** Kenneth.cooper@stthomas.edu
- **Materials Needed:** Please submit a cover letter and resume

**Instructions for applying:** Apply for this position via the St. Thomas employment website. Visit [JOB LISTINGS AT UNIVERSITY OF ST THOMAS \(ICIMS.COM\)](#) to complete an application and submit your materials.

**Anticipated timeline for scheduling Interviews:** Interviews will be conducted in January 2021 and on a rolling basis thereafter. The expected start date is January 31<sup>st</sup>, 2022. Therefore, applications submitted by January 7<sup>th</sup>, 2022, will receive priority consideration.