

Division: Diversity, Equity and Inclusion

Department: Center for Diversity

Program: Potsdam Diversity Ambassadors and Mentors (P'DAMs)

Job Title: Graduate Assistant

The Division of Diversity, Equity and Inclusion is recruiting Graduate Assistants to assist with the coordination of the College's new Diversity Ambassadors and Mentorship Program (P'DAM). Each Graduate Assistant will be expected to work with up to 10 or more PDAM students. This is a great opportunity for graduate students who are interested fostering the diversity, equity and inclusion goals for the College.

Qualifications:

- Current graduate student or applying to a graduate program at SUNY Potsdam
- Excellent verbal, written and interpersonal communication skills
- Must have a clear understanding of confidentiality and FERPA-related concerns
- Passionate about diversity, equity, inclusion and social justice advocacy
- Must be willing to participate in targeted DEI trainings
- Must have experience organizing or leading events for students, including creating flyers and posters
- Must have experience with Microsoft Excel, Word, PowerPoint
- Experience working with underrepresented students/populations is a plus

Responsibilities:

- Will work closely with the Director of Student Diversity and Inclusion Initiatives, CFD staff, faculty/staff advisors and facilitators in executing all tasks related to P'DAM.
- Prepare and organize materials for training sessions and events
- Schedule meetings with Peer Educators and Mentors for Program Advisors/Facilitators
- Reserve venues for meetings, events, training sessions, etc., through EMS or with the Division Secretary; and follow-up with PDAM participants
- Assist mentors in providing the right mentoring experiences to students in the program
- Assist with marketing and promotion of events organized by PDAM students
- Assist PDAM students with organizing and facilitating identified/planned activities.
- Create detailed spreadsheets and other related records for the program
- May need to work some evenings and weekends

For more information, contact Nimo Sugulle at sugullna@potsdam.edu