



Cal Poly Pomona
Office of Student Life and Cultural Centers Graduate Assistants
Part-Time, Hourly Student Services Professionals (SSP 1A)
2020-2021

General Position Description

The primary goal for the Office of Student Life and Cultural Centers Graduate Assistants is to assist their respective area with program development and implementation to help meet our collective mission of supporting students and their success at the university. There are Graduate Assistant positions open in Leadership Development, Student Involvement & Engagement, Co-Curricular Pathways, Fraternity and Sorority Life, and four Cultural Centers: Asian and Pacific Islander Student Center, César E. Chávez Center for Higher Education, Pride Center, and the Womxn's Resource Center.

Job Duties

Under the guidance of the Coordinator, the graduate assistant will:

- Assist with the planning, implementation, and evaluation of programs, including signature events (heritage programs, welcome events, dialogue series, and cultural graduation celebrations), community-building events, student leader recruitment and training, leadership development, peer-mentor programs, and campus-wide initiatives and collaborations.
- Present workshops, as requested by campus departments and student clubs.
- Develop strategic communication methods to publicize events and outreach to the campus community.
- Monitor and track budget expenses for programs and services.
- Supervise and advise students employees and student groups.

Qualifications

- Must have a Bachelor's degree.
- Enrollment in a Higher Education/Students Affairs Master's program (or related field) is preferred but is not a requirement.
- Must have the ability to work 12-20 hours a week. **Graduate students working at a California State University can only work a total of 20 hours a week across all part-time/student positions at all California State University campuses.

Time Commitment and Compensation

- Graduate Assistants will be paid \$20.00 per hour contingent on funding
- The term of appointment is August 2020-May 2021

Application Information

- To apply for the position, please submit your resume and cover letter to Tashiana Bryant Myrick, Interim Senior Coordinator of the Cultural Centers via email at tsbryant@cpp.edu
- Priority review deadline is Monday, May 18th, 2020
- Please indicate in your cover letter the top two department areas (available positions are listed on **Page 2**) that you are applying for
- Only one resume and cover letter are required to be considered for any of the eight positions

For questions, please contact Tashiana Bryant Myrick, Interim Senior Coordinator of the Cultural Centers via email at tsbryant@cpp.edu



Cal Poly Pomona
Office of Student Life and Cultural Centers
Area Descriptions for Open Graduate Assistant Positions
2020-2021

Asian & Pacific Islander Student Center

The Asian & Pacific Islander Student Center (APISC) is dedicated to the promotion, education, and the development of the Asian and Pacific Islander community. APISC's goal is to support and to provide students with educationally impactful programs, events, and resources that celebrate the diverse heritages and promote social justice.

Cesar E. Chavez Center for Higher Education

Established in 1995, Cesar E. Chavez Center for Higher Education (CECCHE) was founded by students, faculty, and staff through advocacy and student activism. CECCHE promotes the empowerment of Latina/o/x students rooted in cultural and ethnic identity, civic engagement, community building, and social consciousness development. CECCHE aims to be an inclusive resource by creating events and programs that provide visibility for the ethnic diversity and identity of the Latinx diaspora.

Co-Curricular Pathway

The Co-Curricular Pathway program is a new initiative designed to connect students to campus experiences that positively impact student persistence. The program provides students an opportunity to enhance their student experience through progressive co-curricular experiences.

Fraternity & Sorority Life

Fraternity & Sorority Life is a community of fraternal organizations with a mission to develop individual leaders while creating an overall enriching college experience. Leadership, Academics, Community, Recruitment, Training and Compliance, and Philanthropy and Service are the six Principles of Success our community strives to exemplify as our commitment and contribution to the individual membership, the campus community, and the local/regional/(inter)national fraternal organizations.

Leadership Development

The Leadership Development area nurtures leaders by developing and supporting a variety of student leadership opportunities through collaboration with academic and student affairs departments by recognizing successful student leadership and fostering the natural leader in each Cal Poly Pomona student.

Pride Center (Lesbian, Gay, Bisexual, Transgender, Queer Resource Center)

The Pride Center provides education, advocacy, support, and a safe space for the lesbian, gay, bisexual, transgender, intersex, queer, (LGBTIQQ) and questioning community at Cal Poly Pomona. The Pride Center serves the campus community through promoting empowerment and social justice on topics of sexual orientation, gender expression, and gender identity.

Student Involvement & Engagement

Student Involvement & Engagement provides support to Cal Poly Pomona's club and organizations through development, registration assistance, CSU/University compliance, and education. Student Involvement & Engagement also creates and facilitates workshops on leadership establishment, leadership transition, the construction and utilization of co-curricular portfolios, and assistance with department and campus-wide events, where appropriate.

Womxn's Resource Center

The Womxn's Resource Center promotes gender equity through empowerment and consciousness-raising and strives to establish a brave space which encourages awareness and discussion of womxn's issues. Our center aims to provide opportunities for students to meet new people and make new friends by creating a community of support through positive one on one interactions, intentional mentoring programs, and volunteer opportunities.

The Office of Student Life & Cultural Centers offers a unique combination of leadership, student engagement, diversity, and social justice programs. We work collaboratively within, as well as outside our department, to provide intersectional and intercultural experiences for students.

For more information about the Office of Student Life & Cultural Centers and our areas, please visit:

<https://www.cpp.edu/oslcc/>