

## Graduate Assistantship Social Equities Position

### Overview

This position will allow an individual to gain experience and make significant contributions to the learning environment at Mansfield University by supporting and helping to maintain and grow three of our major diversity initiatives on campus. These initiatives raise the awareness of diversity issues on our campus through academic offerings, grant writing, newsletters, programming, and websites. This individual would play a crucial role in making these offerings possible by writing grants and helping plan and execute events, as well as helping to publicize the opportunities for student involvement.

### Position Description

- The Social Equities Graduate Assistant will perform duties for three campus initiatives focusing on diversity: the African-American Studies minor, the Frederick Douglass Institute, and the Women's Studies Program. These duties will include: newsletter editing and writing, event planning and coordination, research and development, grant writing, and web page maintenance.

### Basic Requirements

- A student interested in diversity issues and writing.

### Specific Assignments/Responsibilities

#### **For the African American Studies minor:**

- The GA will participate in African American Studies steering committee meetings and planning sessions.
- Help publicize the minor and each semester's course offerings.
- Maintain the minor's web page, and work with other campus offices, such as the Office of Multicultural Affairs, to publicize appropriate field trips and campus presentations to African American Studies minors.

#### **For the Frederick Douglass Institute:**

- Participate in Frederick Douglass Institute steering committee meetings, and meet regularly with the Director to help coordinate the Fall FDI event
- Co-author the grant report for that event
- Research grant opportunities and co-author a grant for the next year's speaker.
- Help the director maintain the institute web page, and publicize FDI student scholarship opportunities.
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#### **For the Women's Studies Program:**

- Attend all Women's Studies steering committee meetings, and co-edit and write for *Highlighting Women's Issues*
- Help write grants to support programs and events
- Help plan and coordinate programs, speakers, and fund raising events.