



Belonging and Community Justice Scholars Programs: Graduate Assistant Job Description

We are seeking highly organized candidates with a passion for student empowerment for the position of graduate assistant in Belonging and Community Justice. Graduate assistants are responsible for working closely on all aspects of the [1915 Scholars and Mariposa Scholars](#) programs including organizing program events, collecting program data, assisting with program related grants and scholarships, among other duties.

Graduate assistants may be asked to facilitate workshops and events as well as develop ad hoc events in service to first-gen, low-income, and/or DACA/undocumented students at Emory.

Students who identify as first-generation or have previously worked with first-generation students are encouraged to apply.

Graduate Assistant Responsibilities:

- Assist in organizing and facilitating BCJ Scholars Events and Workshops.
 - 1915 Scholars
 - Mariposa Scholars
 - First Gen Initiatives
- Organize and attend monthly internal committee meetings
- Collect and Manage Program Data (Event Attendance, Family Cluster Lists, etc.)
- Coordinate 1915 Textbook Scholarships with Emory B&N Bookstore
- Coordinate commencement celebrations for BCJ Scholar Programs
- Oversee program communications via listserv, calendar, newsletter, social media, etc.
- Develop and disperse promotional material for programs, events, and important updates
- Facilitate trainings for peer, graduate, alumni, and faculty mentees
- Assist in organizing budgets for BCJ Scholar Programs (tracking purchases, securing financial documents, etc.)
- Collaborate with campus partners to host BCJ Scholar events (Office of Undergraduate Affairs, Office of Financial Aid, Office of Undergraduate Education, etc.)

Graduate Assistant Requirements:

- Registered and enrolled in a graduate degree.
- Experience with student leadership positions.
- Sound leadership skills.
- Excellent organizational skills.
- Exceptional interpersonal skills.
- Good written and verbal communication.
- Basic computer literacy.

Expected hours: 10-15 per week throughout the fall and spring semesters. Students will not work during university closures including holidays.

Pay rate: \$15/hour

To apply, send cover letter and resume to Danielle Bruce-Steele at Danielle.Bruce.Steele@emory.edu.