DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Graduate Assistant
DEPARTMENT: Student Affairs/Diversity & Inclusion
DATE: June 1, 2016
SUPERVISOR: Vice President-Student Affairs
SCHEDULE: Temporary, part-time, M-F, 20 hours per week, June-May
FLSA: Non-Exempt

JOB FUNCTION:
Provides support for the Office of Diversity Support Services (ODSS)

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, or responsibility requirements. Employees may be required to perform other job related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 35%</td>
<td>Ongoing during normal school year</td>
<td>Hold regular office hours each day in the FSC office to be available to assist students.</td>
</tr>
<tr>
<td>2. 10%</td>
<td>Summer</td>
<td>Work with the Coordinator of the ODSS to plan the Bridges Orientation program in the community and on the Drury campus.</td>
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<tr>
<td>3. 10%</td>
<td>Ongoing</td>
<td>Work with the Coordinator of the ODSS to facilitate the activities and mentor students participating in the Brother to Brother program in the community and on Drury campus.</td>
</tr>
<tr>
<td>4. 10%</td>
<td>Ongoing</td>
<td>Attend Diversity MODES meetings and develop relationships with Diversity and Inclusion professionals at other area colleges and universities.</td>
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<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Work with the faculty advisors to the Edward Jones/Diversity Scholars program to develop and execute programming for the Scholars.</td>
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<tr>
<td>6. 10%</td>
<td>Ongoing</td>
<td>Work with the Chair of the Inclusion Council to develop agendas, communicate with participating faculty and staff, keep and distribute minutes for the Inclusion Council.</td>
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<tr>
<td>7. 10%</td>
<td>Ongoing</td>
<td>Work with the Coordinator of ODSS to facilitate and mentor the Multicultural Club.</td>
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<tr>
<td>8. 5%</td>
<td>Ongoing</td>
<td>Perform other duties as needed.</td>
</tr>
</tbody>
</table>

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be accepted into and enrolled in one of the graduate programs at Drury University.
2. Must complete the minimum of graduate hours per semester or summer necessary to be classified as a full-time graduate student and be in good standing.
3. Experience working with diversity/inclusion initiatives and/or similar programs.
4. Ability to use a PC, printer and excellent computer skills for preparing correspondence, forms, financial reports, etc.
5. Ability to understand and interpret instructions for accurately completing work assignments.
6. Ability to use Microsoft Office software, including Outlook, Word, Excel, Internet Explorer.
7. Ability to accurately type correspondence and so forth, at a level usually acquired through course work in keyboarding and/or work experience.
8. Excellent interpersonal skills are necessary for effectively communicating in writing and in person with visitors, students, faculty and staff.
9. Ability to use a telephone for receiving and placing calls.
10. Ability to use a copy machine for copying correspondence, reports, etc.
11. Ability to view a computer monitor for entering and editing information.
12. Ability to retrieve departmental mail.
13. Ability to file, pick up and carry supplies and mail.
14. Attention to detail and the ability to concentrate for preparing and providing accurate information.
15. Ability to be discreet for maintaining confidentiality.
16. Good analytical skills are necessary for maintaining filing systems and prioritizing tasks.
17. Good computation skills are necessary for maintaining office records.
18. Ability to use software to produce fliers, pamphlets, handouts, etc.
19. Ability to operate standard office machines and equipment.
20. Ability to work at computer for long periods of time.
21. Ability to proofread, making changes to grammar, punctuation, and spelling.
22. Ability to occasionally work evenings or weekends when programming and events happen outside of the normal work week.

SUPERVISORY RESPONSIBILITIES:
This position will not have any direct reports, but may supervise students in community service projects.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet with frequent disruptions for walk in students needing assistance.

APPROVED BY HR 2-29-16

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