



HOBART AND WILLIAM SMITH  
COLLEGES

## POSITION DESCRIPTION

**POSITION TITLE:** Graduate Assistant: Adams Intercultural Center (2024-2025)  
**LOCATION:** Geneva, NY

### POSITION SUMMARY

Hobart and William Smith Colleges is accepting applications for admission into the [Master of Arts, Higher Educational Leadership program](#). Our two-year Master's in Higher Education Leadership (MHEL) program will prepare you to challenge the current state of higher education and lead the change needed to support the next generation of college students. Courses encourage you to analyze and critique the history and policy of higher education, identify ways to move the needle on belonging, diversity and equity initiatives and investigate leadership and innovation techniques. Admission is on a rolling basis, with a priority deadline of March 1, 2024, for the 2024-2025 academic year for both Graduate Assistantships and admission. The program boasts a wide array of Graduate Assistantships which include tuition remission in the HWS MHEL program and a \$20,000 stipend.

The Graduate Assistant for the AIC will work to promote an understanding of DEI practices on-campus. The GA will coordinate the club events, programs at the Intercultural Center, and work collaboratively across campus to advance the mission of DEI. GAs are expected to work 19 hours during a typical week with night and weekend commitments. One position is available.

### Essential Responsibilities:

- Support the planning and execution of events of the Adams Intercultural Center
- Assist with advising of student clubs and organizations
- Provide administrative support for the house, including greeting of guests and students, managing calendars of events, and assisting with data management
- Create promotional materials for events
- Play an active role in DEI committees.
- Assist with chaperoning trips for student clubs
- Demonstrate an awareness of and sensitivity to unique social, cultural, and economic circumstances.
- Demonstrate knowledge for the Colleges' educational philosophy and mission.
- Performs other related duties as required.



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### **Other Information:**

This is a part-time, temporary, non-benefits eligible position. This position description is not all-inclusive as other tasks or responsibilities may be assigned.

### **Qualifications:**

- Bachelor's degree is required and a minimum of one year of leadership experience, preferably experience related to the area.
- Demonstrates an ability to work with a diverse group of people and enjoys spending a significant amount of time with people.
- Student centered and with a team approach to success.
- Should be detail oriented and organized.
- Must bring positive energy and a sense of humor to the work.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

### **Terms of Employment:**

- Must maintain a cumulative GPA of a 2.75.
- Employment begins August 1, 2024, and ends May 31, 2025

All Graduate Assistantships must be accepted into the [Master's of Arts in Higher Education Leadership](#) at Hobart and William Smith Colleges as full-time students, as Graduate Assistantships have a maximum term of two consecutive years. Maintaining good academic standing, contributing in the classroom setting, managing their time effectively and balancing their schoolwork along with their GA duties is a priority for all parties.

[Click here to apply for position](#)