



Black Student Success Council

Hiring Graduate Student Assistant



Job Description

The Graduate Student Assistant will serve as a liaison with campus entities; Perform independent research and analysis of resources that support Black/African American student success; Reviews, drafts and writes BSSC reports and assist in the development of action plans; Works closely with the BSSC Co-Chairs on special projects, data analysis, event programming and management.

Qualifications

- ❖ Must be a **Graduate Student** in good academic standing.
- ❖ Highly efficient, collaborative & organized.
- ❖ Excellent communication, writing and editing skills
- ❖ Ability to synthesize data, draw valid conclusions and develop actions plans; Familiar with assessment and research methodologies
- ❖ Experience with event and/or program coordination
- ❖ Possess strong self-initiative & ability to multitask
- ❖ Ability to work with minimal supervision and meet deadlines
- ❖ Available to work 20 hours per week through June 2021
- ❖ Tech Savvy; Graphic design skills desired, but not mandatory.



Responsibilities

- ❖ Attend monthly meetings with BSSC members to identify and develop initiatives to enhance Black/AA student success.
- ❖ Review BSSC reports; Assist with developing action plans.
- ❖ Synthesize data and assist Co-Chairs with BSSC annual report.
- ❖ Assist with analysis of data collected from Black/AA student focus groups; Assist with gathering and maintaining content on BSSC website; Assist with management of social media platforms.
- ❖ Serve as liaison to BSSC and other campus departments, groups and organizations that support Black/AA student success.
- ❖ Assist with event planning and special projects.
- ❖ Perform other duties as assigned.



Please apply through [Handshake](#).

Must submit CV/resume, cover letter, and letters of reference.

ALSO send documents to Dr. Theresa White at Theresa.white@csun.edu

Department ID: 10174

Classification II: \$18.00

Beginning: ASAP

Ending: June 30th 2021

(Possibility of renewal for 2021-2022)