



ECU

LEDONIA WRIGHT CULTURAL CENTER

GRADUATE ASSISTANTSHIP: LEDONIA WRIGHT CULTURAL CENTER

PROGRAM OVERVIEW

The Ledonia Wright Cultural Center (LWCC) provides specialized diversity and social justice experiences so *all* students can become confident, culturally aware global citizens. Additionally, LWCC provides culturally appropriate programming and services to support African/African American, Asian, Latina/o, Native American, and Pacific Islander student success.

THE UNIVERSITY

East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of 27,151 students (as of Fall 2022), making it North Carolina's fourth-largest institution of higher learning. Adjacent to a vibrant uptown district, ECU's Main Campus is in the heart of Greenville, North Carolina, a city of more than 93,000 people. Greenville is the hub of North Carolina's coastal plain and serves as a business, medical and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and is within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY

Applicants should possess a bachelor's degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavior standing with East Carolina University, as well as local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, interpersonal and organization skills, possess some knowledge of cultural and social justice issues. Preferred candidates will also be detail-oriented, exercise high-levels of independent judgment, strong facilitation skills, and have experience utilizing technology and social media such as: Engage, online reporting tools, and Microsoft Office.

SCOPE OF POSITION

This position, awarded to a registered graduate student in good standing with the University, will work within the Ledonia Wright Cultural Center to provide administrative and advisory support to signature educational programs. The Graduate Assistantship is based upon a flexible weekly and weekend schedule of approximately 20 hours per week during the academic semesters; the GA expected to maintain a GPA of at least 3.0. The Associate Director of the LWCC is the Graduate Assistant's immediate supervisor.

As a result of this Graduate Assistant position, the student will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- Advising and Helping:** Addresses the knowledge, skills and attitudes related to providing counseling and advising support, direction, feedback, critique, referral, and guidance to individuals and groups.
- Personal Foundations:** Involves the knowledge, skills and attitudes needed to maintain emotional, physical, social, environmental, relational, spiritual, and intellectual wellness; be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one's own areas of strength and growth; have a passion for work; remain curious.
- Leadership:** Addresses the knowledge, skills and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work

together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.

•**Social Justice and Inclusion:** Includes the knowledge, skills, and dispositions needed to create learning environments that foster equitable participation of all groups and seeks to address issues of oppression, privilege, and power.

GENERAL RESPONSIBILITIES:

- Assist with daily operations of LWCC
- Communicate updates and specific program needs with LWCC professional staff as needed. This could include, but not limited to assessment reports and grants.
- Maintain ongoing communication about LWCC to the campus community.
- Attend and/or present at specific LWCC, SIL, Student Affairs, and North Carolina Campus Compact conferences and workshops (including, but not limited to, ECU Student Success Conference, NC Civility Summit, Student SJTI, etc.)
- Assist with assigned work teams and campus committees as needed.
- Plan and serve as student lead on Alternative Break Experiences.

LEDONIA WRIGHT CULTURAL CENTER RESPONSIBILITIES:

- Plan and implement A.L.A.N.A. academic success workshops monthly as a continuation of the Multicultural Mirrors program.
- Advise and support student cultural organizations. This includes but not limited to scheduling Cultural Organization Collaboration meetings, maintaining a collaborative programming calendar of student organizations, assisting them in requesting and understanding LWCC resources.
- Serve and assist with Martin Luther King Jr Week of Celebration events.
- Oversee marketing development and promotions for signature programs with support of LWCC professional staff and LWCC creative team.
- Oversee monthly Academic & Career Success programming and workshops.
- Oversee large scale A.L.A.N.A. initiatives such as the fall scholar recognition and the Ascendance graduation ceremony.

GRADUATE ASSISTANT EMPLOYMENT DETAILS

- Expected work dates to be mid August 2023 – May 2024.
- Stipend of \$10,500.00 for 2023-2024 academic year, which will be paid \$583.33 semi-monthly for eighteen (18) pay periods.
- Tuition and fee scholarship for Fall 2023 semester equal to the rate of a full-time, in-state graduate student. This scholarship does not constitute payment for any services provided and may be renewed for the Spring 2024 semester upon satisfactory work performance and fulfillment of Graduate Assistant position contract requirements.
- Out of State waiver; not applicable.

APPLICATION PROCESS

- To apply for this position please email the following documents to Lemusg@ecu.edu - updated resume, cover letter, and list of three references including name, phone number, and email address. Final candidates will be contacted to arrange a time for an interview.
- For additional information about this specific Graduate Assistantship, contact Gabriela Lemus Lemusg@ecu.edu, Interim Director of the LWCC.
- Filling of this position is contingent upon the availability of funds.
- Priority deadline date for applicants is April 29, 2023.