

# Graduate Assistant for The Center for Intercultural Excellence

**POSITION:** Graduate Assistant for The Center for Intercultural Excellence  
**SUPERVISOR:** Vice President for Human Resources & The Center for Intercultural Excellence  
**DEPARTMENT:** The Center for Intercultural Excellence

## THE CENTER FOR INTERCULTURAL EXCELLENCE

### **CELEBRATING CULTURAL UNIQUENESS: THE INITIATIVE**

Under the leadership of Dr. Schumacher, in 2016 Tiffin University embarked on an effort called Celebrating Cultural Uniqueness (CCU), now called CCU@TU. The initiative began as a focus to strengthen our approach to diversity and inclusion in order to be able to foster a culture of openness to diversity of thought and this action was not because we were not already promoting diversity, but because we could do better and our student body of which approximately 44% are either domestically and globally diverse, deserve this. TU administrators, faculty, staff and students wanted to show a strong attitude for embracing, welcoming, and celebrating diversity and inclusion and, moreover, become known internally and externally as an institution that educates, develops and prepares individuals for the realities of the world in which we live and work.

### **MISSION OF CELEBRATING CULTURAL UNIQUENESS AT TIFFIN UNIVERSITY**

*Our commitment fosters inclusive excellence through celebrating cultural uniqueness in an environment that is welcoming, understanding of different perspectives, affirming, and safe for all populations. The collaborative strategic alignment of the Councils for Academic Experience, Expansion of Opportunity, and Talent & Engagement cultivates the opportunity to support and maintain an educational and working environment which promotes a commitment to inclusive excellence.*

The initiative has grown into a commitment and now encompasses both internal and external cultural competency education and training, an updated and relevant for TU student's curriculum, and student programming around these topics. The next phase is to start a Center to house and build on these endeavors.

### **CELEBRATING CULTURAL UNIQUENESS: THE CENTER FOR INTERCULTURAL EXCELLENCE**

We made a commitment in 2016 and have far exceeded our goals. Not only do we graduate culturally competent students, but we have trained our faculty and staff, hosted phenomenal speakers and created our own internal and external training programs. Furthermore, we have developed a curriculum that doesn't just benefit Tiffin University, but other organizations as well. The next step is to create and staff a Center to centralize and manage all of these facets and to continue to develop and grow our initiatives and strategic goals.

## GENERAL JOB DESCRIPTION

Tiffin University is seeking a Graduate Assistant to assist in The Center for Intercultural Excellence. The position entails working in an office setting to assist the Vice President for Human Resources & The Center for Intercultural Excellence with various projects and daily operations in the related field on a professional level and works closely with the staff of Human Resources & The Center for Intercultural Excellence in supporting designated assignments. The successful candidate must exhibit a strong collaborative spirit, be able to multi-tasking, and be detailed oriented.

NOTE: Position to begin August 1, 2022.

## MAJOR DUTIES AND RESPONSIBILITIES

### Major Duties:

- Assist the staff in daily office operations.
- Complete projects as requested by the team.
- Demonstrate flexibility in working in a fast-paced environment.
- Ability to work across department's on-campus.
- Assist as needed with scheduling meetings, update lists/email groups, filing, and miscellaneous work as needed.
- General office duties as needed.

### Education:

- Candidates must have a Bachelor's degree from an accredited institution.
- Acceptance of enrollment into Tiffin University's Graduate Program.

### Experience:

- Strong organization, interpersonal, communication and customer service skills.
- The ability to deal collaboratively and respectfully with students, staff, faculty, and administration.
- Ability to work independently and meet position goals without undue supervision.
- Demonstrated success working as a member of a team.
- Ability to manage time and willingness to learn software packages.
- Understand and be able to create and analyze survey data.
- A positive attitude, a people-centric approach to work.

## EXPECTED KEY COMPETENCIES

<i>Interdependence:</i>	Fosters collaboration across the University
<i>Communication:</i>	Strong decision-making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with University mission and values
<i>Respect:</i>	Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together
<i>Entrepreneurship:</i>	Influences and inspires

## EMBRACING OUR GUIDING PRINCIPLES

**VISION STATEMENT** – The vision for Tiffin University is to become: *A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.*

**MISSION STATEMENT** – The mission for Tiffin University is to: *Educate students by linking knowledge to professional practice.*

**CORE VALUES** – The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.

## PHYSICAL REQUIREMENTS

While performing the duties of this position, the employee is frequently required to sit (for long hours) and communicate.



*We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.*

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

*Tiffin University is an Equal Opportunity Employer*