

**Job Posting
Academy Leader**

Job Title: Multicultural Affairs Sophomore Program Academy Leader

Pay Rate: Hourly rate/minimum; 8.71; 15 hours per week

Employment Dates: End of August – April

G.P.A. Requirement: 3.0 or higher cumulative

Contact: Multicultural Affairs
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Multicultural Affairs
2260 Ellsworth Hall
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I. MAJOR DUTIES AND RESPONSIBILITIES:

- Ability to work with second year students of diverse backgrounds
- Provide peer mentorship, academic monitoring, schedule building, and referral assistance
- Attend all scheduled activities, events, and meetings related to the Sophomore Program
- Provide assistance, when necessary, for planned student events
- Meet with assigned students on a regular basis and maintain up-to-date progress reports for each student
- Report to assistant director
- Work Multicultural Affairs Bronco Bash table
- Assist in any other program responsibilities as directed by assistant director

II. MINIMUM REQUIREMENTS:

Applicants must have a cumulative G.P.A. of 3.0 or better and be enrolled as a senior or graduate student. Applicants should be familiar with program and university academic resources, and the “WMU University and General Education Requirements”. Must possess excellent leadership, communication, and organizational skills, enjoy working with college students, and be able to handle multiple tasks. Leader must be committed to work a minimum of 15 hours per week during fall and spring semesters. Interested applicants are to complete and submit application found at Multicultural Affairs website at: <http://www.wmich.edu/multicultural/documents/employment/DMA%20Employment%20Application.pdf>