

**Position title**

Graduate Administrative Assistant – Mino-bimose’idiwag (Walking the Path Together)

**Department**

Social Work Department

**Term of assignment**

1 year with possible renewal. Summer student employment may also be offered.

**Term dates**

- Graduate Assistantship: August 2024 - May 2025 (may be extended dependent performance in position)
- Optional Summer position: May - August 2024 and May – August 2025

**Work schedule**

20 hours per week. Variable shift/days/location.

**Salary**

- Stipend of \$11,236 per year (\$17.55 per hour for a maximum of 20 hours per week).
- Additional Benefits: Up to 8 credits of graduate tuition per semester, fees, health center benefits, GA meal swipes, parking pass
- Potential for part-time hourly employment during summer semester

**Travel**

10-20%

**Brief statement of duties**

The Mino-bimose’idiwag (Walking the Path Together/WPT) grant was awarded to NMU’s Social Work Department to assist with potential staffing issues in Tribally-Run Victim Services Agencies (TRVSAs). Another purpose of the WPT grant is to develop culturally knowledgeable and humble students and hopefully inspire some of those students to pursue careers in Native communities, specifically in their Victim Services Departments. The graduate assistant (GA) position will work alongside and in support of the Program Coordinator by assisting in linking undergraduate and graduate students with internships in TRVSAs and ensuring these students, university employees and community members are appropriately trained in skills and knowledge grounded in Indigenous ways of knowing and functional knowledge pertaining to providing victim services within Tribal communities.

Principal responsibilities include coordinating trainings, planning events, determining training topics, recruiting trainers, developing training materials, gathering grant reporting information and organizing internship orientations, assisting the Program Coordinator (PC), administrative duties such as scheduling Advisory Council meetings, creating meeting agendas, as well organizing and disseminating public relations materials, including website, social media, and printed materials. The GA will also assist the PC in recruitment and community outreach responsibilities, including but not limited to visiting recruitment sites, such as colleges, high schools, and community

organizations, partnering with community stakeholders to plan events, boosting awareness of social issues as well as developing recruitment materials.

**Minimum qualifications:**

**Required Education:**

Bachelor's Degree and enrollment in NMU graduate program. Student must be fully admitted without contingencies and be on good academic standing.

**Discipline/degree area:**

- Social Work (MSW)
- Interdisciplinary Studies with a focus in Native American Studies and/or Social Work
- Public Administration or other related fields may be considered

**Required Specialized Training/certifications:**

None

**Required Minimum Work Experience:**

None.

**Knowledge, skills, abilities, or attributes required for satisfactory performance of the position duties:**

- Undergraduate or graduate coursework in Native American Studies
- Foundational understanding of Indigenous ways of knowing
- Experience working (paid, unpaid, or personal) with Native communities and organizations
- Knowledge of victim services
- Knowledge of and ability to apply a strengths and empowerment perspective with marginalized communities.
- Effective leadership skills
- Effective communication (verbal, written, electronic, etc.) and public speaking skills
- Knowledge of and experience with Zoom or other methods of virtual or distance communication
- Collaborative work ethic
- Knowledge of culturally sensitive data collection methods
- Effective in group coordination, organizational, and task management strategies
- Effective time management and personal motivation skills
- Independent with a self-starter attitude towards projects
- Valid driver's license and reliable transportation

**Additional desirable qualifications:**

- Completion of past internships with Mino-bimose'idiwag
- Past volunteer experience with Mino-bimose'idiwag
- Past attendance at Mino-bimose'idiwag sponsored trainings
- Willingness to accept 1 or 2 summer appointments

**Special instructions to applicants:**

Submit cover letter and resume directly to Sarah Carlson (contact information listed below). Please include name and contact information for two references on resume. Application deadline: April 29, 2024 5pm EST.

**Contact information**

Sarah Carlson, MSW Program Director and Principal Investigator of Mino-bimose'idiwag (Walking the Path Together) Program. 906.227.2726, [sarahcar@nmu.edu](mailto:sarahcar@nmu.edu)

**For general questions about Graduate Assistantships and Admission contact:**

Sarah Amidon, Assistant Director of Graduate Student Affairs. 906.227.2405, [scarson@nmu.edu](mailto:scarson@nmu.edu)

**Equal Employment Opportunity:**

NMU is an equal opportunity, affirmative action employer of protected veterans and individuals with disabilities, and is strongly committed to increasing the diversity of its employees.