



Latin American Studies Center



Graduate Assistant Job Posting

2018-2019

The Latin American Studies Center is seeking a Graduate Assistant for the 2018-2019 academic year. The position, beginning August 2018, is for 9.5 months, 20 hours per week. Occasional evening and weekend work may be required.

Under the supervision of the Director and the Coordinator, the Graduate Assistant will manage Center communications, oversee social media campaigns, update the LASC website, assist in the production of the yearly publication, meet with Certificate students, help plan and run events, and assist in student outreach.

The mission of LASC is to promote and build a community of students and faculty that is interested in learning and actively engaging with Latin American, Caribbean, and Latinx history and culture. It provides a crucial network and central source of administrative, intellectual, and cultural support and inspiration for students and faculty throughout the university, as well as a strategic point of connection between UMD and the nation at large. LASC is a cultural sphere that celebrates the linguistic, ethnic, cultural, and religious diversity of the university and its community.

LASC promotes diversity and global cultural competence through its academic curriculum and programming, as well as collaborations with and service to the geographic areas surrounding the University of Maryland. LASC is devoted to an interdisciplinary curriculum that expands students' ability to learn how to apply academic knowledge to real life situations. Its curriculum, events, and activities aspire to help create career readiness for graduating students working in the United States and abroad.

For more information, please visit www.lasc.umd.edu.

Responsibilities include:

- **Communications.** Support the development and management of all communications at LASC including websites, the LASC email account, advertisements for events, listservs, and social media outlets. Oversee federal work-study students' activity on Facebook and Twitter to ensure quality postings and communication.

- **Events.** Support in the planning, promotion, and execution of events. Occasionally evening hours will be required for events or meetings. Plan and organize the Annual Student Conference in the spring.
- **Annual Publication.** Help in soliciting, organizing, writing, and editing publication content. Work with graphic designer on format and design. Responsible for mass mailing.
- **Graduate Outreach.** Promote graduate community in LASC and organize opportunities for graduate participation. Organize and participate in LASC Graduate Student Writing Group and serve as Graduate Student Committee Chair for annual LASC Student Conference. Assist with grant writing to fund annual conference.
- **Undergraduate Outreach.** Coordinate and carry out class visits to promote the Certificate Program and LASC events each semester.
- **Student Support.** Meet with LASC students who have inquiries about the Center and Certificate Program. Maintain student records. Assist LASC undergraduate students in final projects related to Latin America and the Caribbean.
- **Community Outreach.** Represent LASC at annual UMD and local events such as First Look Fair and Maryland Day.
- **Other.** Assist with administrative work and other duties to be delegated by the Director or Coordinator.

Minimum Qualifications:

- Current enrollment in a graduate program at the University of Maryland, College Park
- An interest in and knowledge of Latin America or the Caribbean
- Strong writing and research skills
- Excellent oral and written communication skills in English and in either Spanish or Portuguese
- Experience in developing and maintaining websites, social media, and visual creativity
- Strong leadership, team-building, and community outreach skills
- Strong organizational and interpersonal skills
- Ability to work independently and complete assignments with minimal supervision

Preferred Skills:

- Familiarity with web-editing software Dreamweaver
- Graphic design experience and knowledge of Adobe Creative Suite programs
- Previous experience organizing academic or cultural events

The GA will work under the supervision of Interim Director of LASC, Dr. Britta Anderson and Coordinator, Eric Tomalá.

Submit a **letter of interest** and **resume/CV** by **May 7, 2018** to Eric Tomala at lasc@umd.edu.