About the Immigrant Student Resource Center:
The Immigrant Student Resource Center (ISRC) works with, supports, protects, and fights for the rights of all students from immigrant and refugee backgrounds including students with DACA work permits, undocumented status, and students from mixed-immigration status families. The ISRC recruits and retains students at the UA by providing academic, career, scholarship, & social support. Our team trains university staff, faculty, and administrators how to work more effectively with students from immigrant and refugee backgrounds.

Position Summary:
The ISRC Graduate Assistant will be part of an office that creates events, facilitates programs, and develops a support structure that best meets the needs of students from immigrant and refugee backgrounds. The GA for spring 2020 will have an opportunity to conduct research, advise students, supervise undergraduate student staff, and implement events. The GA will also be part of a team that establishes the future direction of the ISRC.

NOTE: Pending approval and availability, the position may be extended through June 30, 2020.

Reports to: Immigrant Student Resource Center Coordinator

Duties & Responsibilities:
1. Conduct research (50% of time)
   - Research work of university and college centers that support students with an undocumented or DACA status outside of Arizona
   - Participate in team discussions regarding the infrastructure and focus of the ISRC
   - Meet with students, faculty or staff to update needs of the communities utilizing ISRC services
   - Co-author research brief that assesses the work of the ISRC and provides recommendations on infrastructure

2. Administrative (30% of time)
   - Supervise no more than two undergraduate student staff members on the ISRC team
   - Meet with ISRC team to receive support in supervision
   - Attend bi-weekly staff meetings with ISRC team

3. Event planning & implementation (20% of time)
   - Support ISRC staff in the development of Immigrant Resiliency Graduation convocation
   - Attend events led by partners that have financial support from the ISRC and which serve the needs of students from immigrant and refugee backgrounds
   - Represent the ISRC at campus and community events and meetings, if necessary

Minimum qualifications:
- An earned Bachelor’s degree
- Admitted and enrolled in a graduate program at The University of Arizona
- Enrolled for a minimum of 6 units of graduate credit while classes are in session (Audit courses are not included. Academic units may require additional enrollment.)
• Maintain a 3.00 cumulative GPA for all UA graduate credit courses
• Able to work independently
• Previous experience working with students in an educational setting
• Strong organizational and time management skills
• General understanding of immigrant identities including understanding the terms undocumented, Deferred Action for Childhood Arrivals (DACA), refugee, and mixed-immigration status

Additional preferred qualifications:
• Bilingual English-Spanish
• Recipient of DACA or student in a mixed-immigration status family

Salary Level Compensation: Academic year appointment of $31,100 (prorated at .50 FTE for an actual semester salary of $7,750). Wages are paid through the University of Arizona payroll system which generates a paycheck every two weeks. This position includes regular evening and weekend commitments.

Benefits of Appointment can be found at https://grad.arizona.edu/funding/ga/benefits-appointment. The benefits include:
• Tuition reduction to the equivalent of in-state tuition
• Full payment of the remaining tuition (excluding program and/or course fees and mandatory fees)
• Payment of individual student health insurance premium
• $500 in professional development funds
• 10% Bookstore Discount (on select items)
• Family and Medical Leave
• GA Parental Leave
• Deferment Plan

Dates of appointment: January 27 – May 24, 2020
* There is potential for working through June 30, 2020 and renewal of contract for the 2020-21 academic year.

Hours: 20 hours per week

How to apply:
Letter of Interest
Resume or CV
Names and contact information of 3 references (one must be a current student)

Submit to:
Matt Matera, Coordinator for Immigrant Student Resource Center
Email: mtmatera@email.arizona.edu
Phone: 520-626-6619

Deadline to apply:
First review of applications is January 21, 2020. Applications accepted on a rolling basis.

Statement on equal opportunity:
Overall, the University of Arizona seeks employees with diverse perspectives and experiences and is an Equal Opportunity/Affirmative Action organization. Women, minorities, veterans and individuals with disabilities are encouraged to apply. Additionally, because of the nature of this position in the ISRC, DACA recipients, first-generation college graduate students, and graduate students from mixed-immigration status families are strongly encouraged to apply. If you have a disability and would like accommodations to facilitate the application and interview process, please contact the Division of Human Resources at (520) 621-3660.