POSITION ANNOUNCEMENT

TITLE OF POSITION: Graduate Intern (Part Time)
Lincoln Center Campus, New York, NY

Approximately 19 hours per week.
Additional evening and weekend program attendance is expected. Overnight weekend attendance at student leadership training is also required.

DEPARTMENT: Office of Multicultural Affairs

RESPONSIBILITIES:

- Assists the Office of Multicultural Affairs in actualizing departmental/divisional goals for the academic year.
- Assists with planning and facilitation of dialogues and other diversity programs.
- Assists with the management of the Diversity Peer Leader program and serves as a Multicultural Coach.
- Plans and works collaboratively with cultural organizations to coordinate heritage programming and collaborates with other graduate interns to maintain consistency with programming on both campuses.
- Coordinates multicultural student leadership initiatives and serves as liaison to multicultural and social justice clubs.
- Researches, presents and assesses diversity-training curriculum for student leaders, including: Commuter Assistants, Commuter Freshman Mentors, Orientation Coordinators, Orientation Leaders, Resident Assistants, etc.
- Tracks student participation in OMA programs and student utilization of OMA services.
- Assists with design and production of office promotional materials, including brochures, newsletters and flyers.
- Attends regular meetings and represents the OMA at University functions and events.
- Works with and supervises student workers to complete administrative office tasks.
- Assists with maintenance of department web pages and management of OMA online calendar.
- Utilizes social media platforms to promote OMA initiatives and programs.
- Researches information for office initiatives, including but not limited to: anti-bias/bias-reduction curriculum, diversity peer education curriculum, sustained dialogue/inter-group dialogue curriculum and programs to encourage intercultural engagement and interaction.
- Other duties as assigned by the Assistant Dean and Assistant Director for Multicultural Affairs.

QUALIFICATIONS:

- Bachelor’s Degree is required.
- Must be currently enrolled in a graduate program, higher education or related field of study preferred
- Must be a strong leader who has a passion for diversity/inclusion work within Higher Education.
- Strong interpersonal skills and an ability to work with a variety of constituents required.
- Exceptional oral/written communication skills and strong computer skills required.
- Must be able to demonstrate creativity and flexibility in working on various projects.

SALARY: Hourly Rate - Commensurate with experience

FLSA CATEGORY: Non-exempt

START DATE: August 1, 2019

SEND LETTER & RESUME: Leigh Weber/Assistant Director for Multicultural Affairs
culturallc@fordham.edu
NO PHONE CALLS, PLEASE

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