TITLE OF POSITION/RANK: Graduate Intern
( Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Office of Multicultural Affairs
Rose Hill

RESPONSIBILITIES:
- Assists the Office of Multicultural Affairs in actualizing departmental/divisional goals for the academic year.
- Attends regular meetings and represents OMA at University functions and events.
- Coordinates two Cultural Heritage Month Committees and complementary events across two campuses.
- Works with four Cultural Programming Coordinators who serve as co-chairs for committees.
- Works with Assistant VP for Diversity and Inclusion to oversee committee budgets and spending.
- Assists AVP in advising cultural clubs and holds monthly meetings while supporting them with club management.
- Supports other cultural clubs when they collaborate with the department.
- Works with various cultural clubs to host the OMA Diversity Dinner.
- Plans and executes additional cultural events, which promote multicultural competency and inclusion.
- Assists in facilitating training and workshops for different offices and student leaders on campus.
- Presents during the LGBTQ and Ally Network of Support and Racial Solidarity Network every semester.
- Writes quarterly and summary assessment reports for departmental responsibilities and programs.
- Works closely with two student workers and two other graduate interns on programs.
- Creates marketing materials and manages the department social media accounts.
- Works collaboratively with other offices at Fordham University to ensure the department is creating a welcoming and inclusive environment for all students.
- Performs other duties as assigned by the AVP for Diversity & Inclusion and Associate 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.
- Possess exceptional oral/written communication skills and strong computer skills.
- Be able to demonstrate creativity and flexibility in working on various projects.

SALARY:
Hourly Rate
Commensurate with experience.

FLSA CATEGORY:
Non-exempt

START DATE:
July 27, 2020

SEND LETTER AND RESUME TO:
Leigh Weber
Associate Director for Multicultural Affairs
Email: culturallc@fordham.edu
NO PHONE CALLS, PLEASE

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories