PART-TIME POSITION ANNOUNCEMENT

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

DEPARTMENT:  Office of Multicultural Affairs  
Rose Hill and Lincoln Center

POSITION SUMMARY:
Assists the Office of Multicultural Affairs in actualizing departmental/divisional goals for the academic year.

RESPONSIBILITIES:
• Attends regular meetings and represents OMA at University functions and events.
• Oversees 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 BIPOC Mixer.
• 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 student workers programs with two other graduate interns.
• Creates marketing materials and manages the department's 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;
• Preferably 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.
• Exceptional oral/written communication skills and strong computer skills.
• Must be able to demonstrate creativity and flexibility in working on various projects.

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

COMPENSATION:
Hourly Rate
Commensurate with experience.

STARTING DATE:
July 25, 2022

SEND LETTER & RESUME:
Leigh Weber
Associate Director for Multicultural Affairs
culturallc@fordham.edu

NO PHONE CALLS PLEASE