POSITION ANNOUNCEMENT

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

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.
- Analyzes data and assesses programs and services to prepare department reports to be completed regularly.
- 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.
- Possess exceptional oral/written communication skills and strong computer skills.
- 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: Commensurate with experience

STARTING DATE: August 1, 2017

SEND LETTER & RESUME:

Leigh Weber
Assistant Director for Multicultural Affairs
Email: culturalc@fordham.edu
NO PHONE CALLS, PLEASE

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