



Position: H03095

Date: 03.23.23

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Graduate Intern*

*(Part-Time/Non-Benefited; Maximum of 19 hours per week)

DEPARTMENT:

Office of Multicultural Affairs
Lincoln Center

ESSENTIAL FUNCTIONS:

- 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.
- Writes quarterly and summary assessment reports for departmental responsibilities and programs.
- Supervises student workers and works closely on 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 Assistant Director for Multicultural Affairs.

Welcoming and Inclusive Campus Environment:

- Supports OMA orientation programs which includes Multicultural Reception, LGBTQ Mixer, and Diversity keynote speaker
- Supports Weeks of Welcome events which includes BIPOC Student Mixer and OMA DEI Program (may include other DEI events)
- Coordinates Diversity Graduation Celebration with the Assistant Director and a student committee; will lead one of four, but will support/staff all four (AAPI, Black, Latinx, Lavender)
- Plans and executes cultural events with campus partners that may include The Career Center, Disability Services, Counseling and Psychological Services, Campus Ministry, The Center for Community Engaged Learning, etc.

Diverse Student Engagement:

- Oversees two Cultural Heritage Month Committees and complementary events across two campuses
- Works with Cultural Committee Leaders who serve as co-chairs for committees
- Assists in advising cultural clubs and hold monthly meetings while supporting them with club management
- Supports other clubs when they collaborate with the department
- Works with the Assistant Director to oversee committee budgets and spending

Multicultural and Intercultural Competence:

- Assists in facilitating training and workshops for different offices and student leaders on campus.
- Assists with the Civility Core Program presentations.
- Presents during the Racial Solidarity Network and LGBTQ and Ally Network of Support and every semester.

QUALIFICATIONS:

- Bachelor's degree required, preferably enrolled in a graduate program, higher education or related field of study.
- 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 communication skills and strong computer skills.
- Ability to demonstrate creativity and flexibility in working on various projects.

SALARY:

Minimum Salary: \$21.00/Hr.

Maximum Salary: \$21.00/Hr.

NOTE:

Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY:

Non-exempt

START DATE:

July 24, 2023

SEND LETTER AND RESUME TO:

Juan Carlos Matos, AVPSA for Diversity and Inclusion
TeamOMA@fordham.edu

No Phone Calls Please.