



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  
Rose Hill

### 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](mailto:TeamOMA@fordham.edu)

*No Phone Calls Please.*