



Position: H03095

Date: 02.07.2024

TITLE OF POSITION/RANK:

Graduate Intern (Part-Time/Non-Benefited; Maximum of 19 hours per week) - 2 Positions Open

DEPARTMENT:

Office of Multicultural Affairs

Rose Hill/Lincoln Center

ESSENTIAL RESPONSIBILITIES:

- Assists the Office of Multicultural Affairs (OMA) in actualizing departmental/divisional goals for the academic year
- Attends regular meetings and represents OMA at University functions and events
- Split office hours between Rose Hill (Bronx campus) and Lincoln Center (Manhattan campus) on weekly basis; subject to change based on scheduled programs
- 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 and Inclusion and Assistant Director for Multicultural Affairs

Welcoming and Inclusive Environment:

- Supports OMA orientation programs which includes the Office of Multicultural Affairs and First-Generation Network Reception, LGBTQ Mixer, and Diversity keynote speaker
- Supports Weeks of Welcome events which includes the BIPOC Student Mixer and various other OMA Diversity, Equity, Inclusion, and Belonging (DEIB) Programs
- Coordinates one of the office’s Diversity Graduation Celebrations (APIDA, Black, Latine, Lavender) with the Assistant Director and a student committee
- Plans and executes cultural events with campus partners that may include but are not limited to the Career Center, Student Involvement, Disability Services, Counseling and Psychological Services, Campus Ministry, the Center for Community Engaged Learning, etc.

Diverse Student Engagement:

- Oversees two Cultural/Identity-Based Committees and complementary events across two campuses; programming include centering and amplifying the experiences, holidays, and traditions of Latine, LGBTQ, Middle Eastern & North African (MENA), Black, Women, Asian, Pacific Islander, Desi American (APIDA), and Native & Indigenous identities
- Works with Cultural Programming Coordinators 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 expenses

Multicultural and Intercultural Competence:

- Assists in facilitating training and workshops for different offices and student leaders on campus
- Assists with the Civility and Community 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/belonging work within Higher Education
- Strong interpersonal skills and an ability to work with a variety of constituents
- Possess exceptional communication, organization, and computer skills
- Ability to demonstrate creativity and flexibility in working on various projects

COMPENSATION:

\$21.00/Hour (\$15,400 total academic year compensation); \$600 (\$300 per semester)

for dining; Partial funding opportunities for professional development available.

START DATE:

Tentatively end of July 2024

SEND RESUME AND COVER LETTER:

Juan Carlos Matos, AVP for Diversity and Inclusion, teamoma@fordham.edu.

No phone calls please.

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