

Internship Details

College or University: The Juilliard School
Office: International Advisement and Student Diversity Initiatives
Internship Position Title: Diversity Initiatives Assistant
Hours per Week: 20
Remuneration for Full Academic Year: \$16,729
Internship Start Date: Monday, August 5, 2024
Internship End Date: Saturday, May 24, 2024.
Can this internship be done remotely? (state yes or no) No

Does the posting depend on funding decisions that will be made later in the year (state yes or no): No

Supervisor Details

Supervisor Name/s: Vanessa Valenzuela
Supervisor Title: Assistant Dean
Supervisor Phone: (732) 233- 6400
Supervisor E-mail: vvalenzuela@juilliard.edu
Supervisor Office Location: 60 Lincoln Center Plaza, New York, NY
Department Website: <https://www.juilliard.edu/campus-life/international-advisement> &
<https://www.juilliard.edu/campus-life/student-services/student-diversity-initiatives>

Information for Individuals Students Should Send Application To

Name 1: Vanessa Valenzuela
E-mail 1: vvalenzuela@juilliard.edu
Name 2: Caitlin McQuaide
E-mail 2: caitlin.mcquaide@juilliard.edu
Name 3: Kariana Alvarado
E-mail 3: kariana.alvarado@juilliard.edu

Job Description and Duties:

Diversity Initiatives Assistant

General Summary

Serving as the **Diversity Initiatives Assistant**, the **Graduate Assistant** is an integrated member of the Offices of Residence Life, Diversity Initiatives, and International Advisement. This position will report directly to the Assistant Dean for International Advisement and will work closely with the Associate Director for International Advisement. This position assists with the implementation of Student Diversity Initiatives and leads a group of student Diversity Advocates (DA'S). This is live-in position and will be working closely with the Associate Director of Residence Life and the other Graduate Assistants to support the residence halls. This position will serve in an "on-call" duty rotation and support student resident assistants. Previous on-call, campus programming, and diversity

education/training experience is preferred. Appreciation or interest in the performing arts is a plus.

Office of International Advisement (OIA) & Student Diversity Initiatives (SDI)

This position will assist The Office of International Advisement's two professional staff members and carry out Juilliard's mission of building equity, inclusion, diversity and belonging in the community by implementing and supporting diversity initiatives. Additionally, this position may have duties assisting with the international student and scholar services portion of the office as assigned. The Diversity Initiatives Assistant will assist OIA by promoting understanding among Juilliard community members of culturally and linguistically diverse backgrounds as well as organizing various events for community members to engage in cultural exchange and embrace the diversity found at Juilliard.

- Develop programs that enhance awareness of different diversity topics.
- Lead the monthly Diversity Dialogue Series with the Assistant Dean.
- Serve as a member of the Student Engagement Team (SET) and work collaboratively with the team to provide comprehensive programming.
- Supervise the Diversity Advocates, a group of paid student leaders that are comprised of undergraduate and graduate students that create passive and active programs throughout the year.
- Assist in researching diversity and inclusion topics and prepare reports of findings, as needed.
- Develop and implement special projects which includes, but is not limited to, initiatives to address current trends and issues, benchmarking, program development, and items of interest to the Graduate Assistant, time permitting
- Participate in the functions of the office as needed/appropriate, including data entry, answering phones, responding to office visitors, etc.
- Assist the ADIA with the development, coordination, and implementation of educational, cultural, and inclusion programs for all members of campus as well as programs designed to meet the specific needs of the international community.
- Shadow OIA staff to learn international student and scholar advising basics as they pertain to immigration regulations and acculturation (if of interest to Graduate Assistant)
- Participate in evening and weekend events, as needed.
- Other duties as permitted, such as attending staff meetings, trainings, or assisting with general office responsibilities.

Office of Residence Life **On-Call Responsibilities**

- Serve in an on-call duty rotation with two other graduate assistants, providing after-hours emergency response to the Juilliard community

during the academic year, including School closures, breaks, and holidays.

- Respond to student and facility incidents and emergencies in consultation with the on-call professional staff and relevant Lincoln Center and Juilliard personnel.
- Report to incident scenes in a timely manner to assess, supervise, and act in response to incidents and emergencies per established policies.
- Ensure accurate incident reports are submitted promptly.
- Supervise, observe, and inspect residence hall areas while on duty.
- Support the Resident Assistants.
- Work with the on-call professional staff members to appropriately refer students to partner offices for additional support.
- Consistently enforce school and residence hall regulations through education, incident response, and role modeling appropriate behavior.

Additional Information:

Position Duration

The Diversity Initiatives Assistant is a ten-month position Monday, August 5, 2024 – Saturday, May 24, 2025. Employee breaks and holidays are given following the Juilliard academic calendar and staff holiday calendar. Adjustments may be made for special circumstances. Travel and time away from school depend on work commitments, the on-call rotation schedule, holidays, and school breaks. Prior communication with and approval by supervisor is required.

Compensation

This position currently receives a \$16,729 stipend, housing, a partial meal plan, and monthly laundry allowance. Housing will be in a private bedroom within an all-gender suite in the residence hall shared with two other Graduate Assistants. The suite includes 2 baths and a kitchenette, utilities, and internet service. The GA will have access to the fitness center, free tickets to most Juilliard performances, and other amenities. Limited professional development is available. Additional payment is provided for on-call coverage for Thanksgiving and winter breaks which is covered and scheduled by the Graduate Assistants. Additional employment is permitted. Please consult your direct supervisor before committing to employment outside The Juilliard School.