About the Position:
The five Multicultural Affairs Student Coordinators will be primarily charged with supporting the development and implementation of programming in Multicultural Affairs and specifically assigned to one of the following focus areas within the office:

- Diversity Education and Training
- First-Gen and Low Income@Columbia (FLI@Columbia)
- International@Columbia
- LGBTQ@Columbia
- Student of Color@Columbia (SOC@Columbia)

Additionally, they will attend to evening front desk responsibilities in the Intercultural Resource Center (IRC) and supporting data entry and assessment for Multicultural Affairs and assigned focus area. Each position will report to the Multicultural Affairs Associate Director overseeing their focus area.

For more information about Multicultural Affairs, the Intercultural Resource Center, and focus areas, please follow the links above.

Responsibilities and Duties:
- supporting the development, promotion, and execution of Multicultural Affairs programs, resources, and educational opportunities
- proposing, developing, and implementing event(s) in their focus area for the spring semester, after proven growth in event planning/programming knowledge
- supporting preparation, implementation, and/or analysis of relevant assessments, including programming assessments and/or campus climate assessments
- providing administrative support for Multicultural Affairs, including evening front desk support in the Intercultural Resource Center
- assisting with social media and other communications
- duties as needed; opportunities to work on projects of interest

Qualifications:
- Full-time Columbia College or Columbia Engineering undergraduate student enrolled for AY 2019-2020
- Good University standing
- Excellent written and oral communication skills
- Strong attention to detail and follow through
- Ability to organize and manage multiple priorities/ projects
- Computers skills -- social media, desktop publishing, database management, Office, G Suite, web applications
- Foundational knowledge of the community in their respective focus area
- Interest and willingness to learn advanced competencies in their focus areas
- Interest in assessment, programming, and general administrative support

Preferred Skills and Experience:
- Graphic design
- Prior connections to and involvement in Multicultural Affairs and the campus spaces/communities associated with their respective focus areas
- Facilitation skills
- Prior training or courses related to social identity, diversity, and/or social justice

Time Commitment:
Multicultural Affairs Student Coordinators will be required to:
- Work 10 hours per week; 12 weeks per semester
  - Must be able to work a continuous 5 hours (5pm-10pm) on one night (Monday-Thursday) weekly -- in coordination with the other MA Student Coordinators
  - The addition 5 hours must be completed during regular business hours, 9am-5pm, Monday-Friday -- in coordination with your supervisor
- Participate in the fall training for MA Student Coordinators on Friday, September 6, 4:30 - 6:30 p.m.
- Participate in regular weekly check-in meetings with their supervisor

Compensation:
Multicultural Affairs Student Coordinators are paid at an hourly rate of $15.00 per hour.