



Multicultural Center (MCC)

Graduate Intern

The Graduate internship prepares students for a wide range of career opportunities in student services at the postsecondary level. This program provides students with an opportunity to develop first hand knowledge of student affairs professions and gain hands-on experience in many areas with the Division of Student Affairs. Furthermore, the Graduate Internship program will afford students the opportunity to analyze the functions of various administrative departments and the relation of departments to each other and to the institution and to understand contemporary societal issues and their impact from an institutional perspective. Working with experienced student affairs administrators the interns will work to improve the quality of life on campus, foster a safe, healthy and respectful environment, support academic achievement and success, and promote leadership and civic engagement. The interns also participate in University wide projects and professional development opportunities and begin developing a professional network.

A primary task of the MCC is to develop programs and activities that highlight cultural diversity with the aim of increasing intellectual awareness, understanding, and appreciation. In light of the move into the new Adanti Student Center, there are many opportunities to clarify the widening mission and role of the Center through dynamic public relations and educational events. The Associate Dean and/or the Coordinator for Multicultural Affairs, the clerical and student staff look forward to the hiring of a person who is capable of assisting with planning, developing, implementing and coordinating programs and activities.

Position Responsibilities

- Initiate, plan, and implement collaborative programs with other academic departments under the direction of and in consultation with the Associate Dean of Student Affairs and/or the Coordinator for Multicultural Affairs.
- Plan and coordinate four standing programs, *Martin Luther King Jr. Celebration*, *Hispanic/Latino Annual Ball*, *Chinese New Year Celebration* and the *Annual Heritage Ball*.

- Researches additional sources of grant funding, and student affairs current trends for programs and activities in the profession.
- Contributes to: program set up, and disseminates communication media that inform the University and wider communities of the programs and activities of the MCC.
- Develop and implement a website survey designed to improve the Multicultural Center customer relations.
- Works closely with the University Assistant and other student staff of the MCC in the creation of publicity for its programs and activities, and monitors the program updates on the MCC website.
- Assist the Coordinator with general supervision of MCC student staff with regards to programming.
- Works with and relates to student population, with special emphasis on racial and ethnic minority organizations, to ensure the MCC is responding to their needs and concerns.
- Performs other duties as assigned

Qualifications

Team player, energetic, computer oriented, quick learner, people person, organizational skills, attention to detail, multi-tasked, trainer

Bachelor degree and pursuit of masters degree required: experience designing multicultural programming and working with a diverse population preferred; knowledge of current issues of multiculturalism, diversity, and race and ethnic group relations necessary; some supervisory skills and experience strongly recommended and preferred.