



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

POSITION NUMBER: H03095

Date: 05.06.24

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Graduate Intern*
(2 Positions Available)

***Part-Time/Non-Benefited; Maximum 19 hours per week**

DEPARTMENT/CAMPUS

Office of Multicultural Affairs
Rose Hill

POSITION SUMMARY:

Reporting to the Assistant Vice President for Student Affairs for Diversity and Inclusion, the Graduate Intern supports the mission of the office at both the Rose Hill and Lincoln Center Campuses. They will be engaged in facilitating training and workshops, working with cultural committee leaders, advising cultural clubs, and ensuring the success of cultural programs with OMA and with community partners. This position requires attendance at additional evening and weekend programs.

ESSENTIAL FUNCTIONS:

General Responsibilities:

- 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.
- Perform 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 include:
 - Multicultural Reception, LGBTQ Reception, and Diversity keynote speaker
- Supports Weeks of Welcome events which include:
 - BIPOC Student Mixer and OMA Block Party (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 holds 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.



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QUALIFICATIONS:

- Bachelor's Degree is required.
- Preferably enrolled in a graduate program, higher education or related field of study preferred
- Strong computer skills.
- 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.
- Exceptional communication skills
- Ability to demonstrate creativity and flexibility in working on various projects.

SALARY:

Minimum Salary: \$21/Hour
Maximum Salary: \$21/Hour

NOTE:

Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY:

Non-exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

Juan Carlos Matos, AVPSA for Diversity and Inclusion
Email: TeamOMA@fordham.edu

No Phone Calls Please.

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*