

# Department of Inclusion and Multicultural Engagement (IME) Graduate Student Worker



## Purpose

The purpose of the Graduate Student Worker (GSW) position is to support the students, staff, student organizations, programs, and events of the Department of Inclusion and Multicultural Engagement. The GSW supports IME's mission and is dedicated to IME's core values of equity, inclusion, multicultural engagement, and social justice. This position reports directly to the Director of IME.

## Expectations and Principal Duties

Devote 20-25 hours per week to IME (structure to be determined by supervisor). Principal duties include:

- ❖ 35% Providing advising and support to the multicultural student organizations, LEAP Mentorship Program participants and other IME-affiliated students, which includes effectively building relationships with students, meeting one-on-one with student leaders, attending student organization meetings and events, supporting their visibility and engagement with the larger campus community, working closely with appropriate faculty, staff, and students to ensure their success, employing pedagogical strategies that reflect best practices in student leadership development for multicultural student organizations and student leaders, and facilitating on-going training and leadership development programs for student leaders, including the coordination of semester student leadership retreats
- ❖ 35% Providing programmatic support for IME which includes meeting regularly with the Director of IME, participating in staff meetings and trainings, and assisting with department programs and events
- ❖ 10% Management of the Multicultural Resource Center which includes ensuring the MRC is a welcoming, safe, and inclusive space for students, holding office hours in the MRC, providing administrative oversight for the MRC, and maintaining general expectations for students who are utilizing the MRC
- ❖ 10% Collaboration with the Akin Hall Multicultural Engagement Living Learning Community which includes maintaining active participation in the residential and College communities, including evening and weekend programs, attending Living Learning Community meetings, and supporting IME's Diversity Dialogues program in Akin
- ❖ 10% Conducting other duties as assigned which includes administrative duties, professional development opportunities, working collaboratively with other student life and college personnel, and attending meetings and programs as directed

## Compensation

Compensation is \$18/hour. Position will begin on August 1 and last 10 months. Reappointment is not guaranteed and dependent on performance evaluations and the needs of the department and Student Affairs Graduate Student Worker program.

## Qualifications/Experience

- ❖ Bachelor's degree required
- ❖ Enrollment in the Student Affairs graduate program at the Lewis & Clark Graduate School of Education and Counseling
- ❖ Involvement as an undergraduate student in areas such as clubs and organizations, residence life, orientation, multicultural student organizations, leadership, service, or related area
- ❖ Demonstrated commitment to student development issues as it relates to student retention, engagement, and success



- ❖ Experience working with students from diverse backgrounds and a demonstrated commitment to diversity
- ❖ Ability to develop and maintain professional and collaborative relationships with other staff and faculty
- ❖ Excellent interpersonal communication, leadership, organization, and administrative skills
- ❖ Ability to think critically, problem solve, and make sound decision
- ❖ Ability to effectively plan and organize programs and projects
- ❖ Appreciation of the value of a liberal arts education

Questions regarding this position may be directed to Nathan Baptiste at [baptiste@lclark.edu](mailto:baptiste@lclark.edu)