

Mosaic Intern For Middle Eastern, Desi, and International Student Engagement

Position Type: Part-time, Undergraduate or Graduate

2018 - June 30, 2019

Overview

The Mosaic Intern for Middle Eastern, Desi, and International Student Engagement works for Campus Life's Mosaic: Center for Culture and Diversity and is supervised by one of the Coordinators in Campus Life for Diversity and Inclusion. The main role of this Mosaic Intern is to bridge relationships between the Mosaic and self-identified Middle Eastern, Desi, and International students. The Mosaic Intern for Middle Eastern, Desi, and International Student Engagement does this by designing and facilitating interactive diversity education workshops, facilitating diversity dialogues, presenting lectures highlighting the Middle Eastern, Desi, and International population, and by working with student leaders to effectively engage UMBC's Middle Eastern, Desi, and International community. The role of Mosaic Interns is to help develop diversity and multicultural awareness, knowledge and skills through fun, safe, and interactive activities. Although each Mosaic intern targets a particular student community, they are part of a collaborative team in the Mosaic, meaning it is essential for all interns to be team-oriented, demonstrate strong leadership skills, and willing to contribute to both Mosaic professional and student staff.

Responsibilities

- Work a minimum of 10 intern hours a week during the fall and spring semesters (may work up to 20 hours depending on scheduling of events and staffing needs). Regular availability

during the summer and winter is not required, yet preferred. Each shift must be a minimum of two hours.

- Enroll into Career Center's Practicum (PRAC 098) for student employees and fulfill their requirements. Your direct supervisor will be assigned in advance.
- Fulfill Mosaic administrative duties (e.g. manage shared email accounts; manage workshop requests).
- Outreach to self-identified undergraduate and graduate student community members of Middle Eastern, Desi, and International populations.
- Market campus resources (particularly Mosaic and Campus Life events and initiatives) to self-identified undergraduate, graduate students, and student organizations of Middle Eastern, Desi, and International backgrounds.
- Plan informal networking socials for Middle Eastern, Desi, and International populations to connect with staff, faculty, and alumni.
- Assist with the creation of Mosaic resources and programming applicable to Middle Eastern, Desi, and International populations.
- Plan at least one culturally-focused workshop, discussion, or educational event sponsored by Campus Life's Mosaic and targeted to Middle Eastern, Desi, and International populations with assistance from the Coordinators for Student Diversity and Inclusion.
- Plan at least one collaborative intersectional culturally-focused workshop, discussion or educational event with the assistance of another Mosaic Intern sponsored by Campus Life's Mosaic that targets multiple student populations, including Middle Eastern, Desi, and International populations with assistance from the Coordinators for Student Diversity and Inclusion .
- Support the staffing needs of all Mosaic sponsored events (whenever possible), staff our three student centered spaces, and assist with the marketing and promotion of Mosaic events and resources.
- Submit bi-weekly progress reports to the Coordinator in Campus Life for Diversity and Inclusion and attend biweekly meetings (typically held on Friday afternoons).
- Follow all area regulations within Campus Life's Mosaic Code of Conduct.

- Fulfill all duties and responsibilities as assigned by the Associate Director, and/or Coordinators in Campus Life for Diversity and Inclusion.

Minimum Qualifications

- Must be able to work with people from all backgrounds and members of all social identity, cultural, ethnic, faith-based and service/social action groups;
- Must have an open mindset and be willing to challenge oneself to further promote UMBC's mission of inclusive excellence with our campus community
- Must be willing to become, if not already, well-connected to students, faculty, staff, alumni, and other campus resources;
- Must exhibit good written and verbal communication skills;
- Must have proactive work habits and take initiative;
- Must have and maintain a minimum cumulative GPA of 2.5 (Annual checks will be conducted);
- Must be willing to work in the fall and spring semester for at least 10 hours a week;
- Must be a full-time, matriculating undergraduate or graduate student at UMBC;
- Must be able to commit to a minimum of a full academic year;
- Must be able to enroll and fulfill all the requirements PRAC098 offered through the Career Center each semester;
- Must attend Mosaic Intern Orientation and Training (Typically in August, Date TBD); and
- Must attend a department-wide Campus Life Student Staff Training (Dates: Friday January 25th and Sunday 27th 2018).

Preferred Qualifications

- Attend Mosaic Staff Retreat (Winter Date TBD);
- Must be committed to being a role model and demonstrate leadership skills;
- Have basic background knowledge on utilizing myUMBC, Gmail, Google Drive, Facebook, Instagram, and Google Calendar;
- Have summer and winter availability;
- Experience working with or knowledge on Middle Eastern, Desi, and International communities;
- Be able to identify some ways diversity and inclusion enriches the UMBC community;

- Demonstrate commitment to building mutual understanding, respect, and civility among all people regardless of background;
- Be flexible with schedule depending on relevant program, events and/or student professional development opportunities, and
- Have a basic grasp of good customer service skills.

Starting pay rate: Starting at \$10.10 per hour (effective July 1, 2018) with annual increases on the anniversary of your first day.

Additional Terms and Conditions

- All Mosaic student staff positions are subject to change on an annual basis and subject for renewal. Students already hired may switch positions on a annual basis, but is conditional on job performance;
- Performance of each student will be evaluated a minimum of two times per semester and once in the summer and winter (if applicable), and
- Student(s) who do not maintain a GPA above 2.5 for two consecutive semesters will not be considered for contract renewal.

If you have any questions, please contact the Coordinators for Student Diversity and Inclusion:

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