

Interfaith Student Diversity and Inclusion Peer



Campus Life
**DIVERSITY AND
INCLUSION**

Campus Life
Student Diversity and Inclusion
University of Maryland, Baltimore County
The Commons 2B23
1000 Hilltop Circle
Baltimore, MD 21250

Phone: 410-455-2686 | Email: mosaic@umbc.edu
<https://campuslife.umbc.edu/diversity-and-inclusion/>

Position Overview

Position Type: Part-time, Hourly, Undergraduate Student

UMBCWorks Position ID: xxxxxx

Hiring Manager: Erin Waddles, *Coordinator for Student Diversity and Inclusion* | waddles@umbc.edu

Term: 12-month position: July 1, 2020 - June 30, 2021 with the ability for renewal

PLEASE NOTE: In order to be considered for our position(s), all applicants must fill out the Google Form portion of our application at tinyurl.com/dipeer2021

The Interfaith Student Diversity and Inclusion Peer works for Campus Life's Student Diversity and Inclusion area and is supervised by Campus Life's Coordinators for Student Diversity and Inclusion. The main role of the Student Diversity and Inclusion Peer is to assist with the needs of Student Diversity and Inclusion professional staff, Campus Life's Interfaith, as well as Campus Life's Mosaic and Pride Center. They help build relationships between our departmental area and the general campus community.

The Interfaith Student Diversity and Inclusion Peer assists with promoting diversity and multicultural awareness, social justice and equity-based knowledge and skills through fun and engaging activities. Student Diversity and Inclusion Peers do not lead the creation of programming, but they are part of a collaborative team. This means that it is essential for all Peers to be team-oriented, demonstrate strong leadership skills, and contribute to the work of the Student Diversity and Inclusion professional staff.

General Responsibilities

- Assist with Student Diversity and Inclusion area administrative duties (e.g. manage workshop requests, procedural tasks, organizing works areas, assist with the maintenance of our three spaces, take pictures of our events).
- Assist with managing Student Diversity and Inclusion area's various Google Calendars, shared Gmail accounts, *my*UMBC group pages, social media accounts (e.g. Instagram) including but not limited to uploading blogs, photos, event marketing images or creating submission posts.
- Market and promote department initiatives (particularly Student Diversity and Inclusion area and Campus Life events and resources) to UMBC community members, especially undergraduate students through in person communication, flyering and emails to their personal networks and their communities.
- Cultivate and maintain a welcoming inclusive environment for all departmental guests in our Student Diversity and Inclusion area spaces through friendly and engaging customer service
- Support the staffing needs of all Student Diversity and Inclusion area sponsored events (schedule permitting), our three student centered spaces, and assist with the marketing and promotion of Student Diversity and Inclusion area events and creation of resources.
- Meet with primary supervisor biweekly and attend biweekly student staff meetings (typically held every other Friday, dependent on student availability).
- Follow all area regulations within Campus Life's Student Diversity and Inclusion area Code of Conduct. (This is provided during the staff onboarding process).
- Fulfill all other duties and responsibilities as appropriate and assigned by the Associate Director and/or Coordinators for Student Diversity and Inclusion, Campus Life's Student Training and Development Committee, and other Campus Life professional staff.

Position Specific Responsibilities

- Assist with staffing coverage in Campus Life's Interfaith Center (Located in the Student Success and Develop Center)
- Outreach to undergraduate student community members, specifically to those of Religion and Beliefs student organizations and faith-based populations
- Assist with the planning of informal networking socials for religious, spiritual, and faith-based populations to connect with students, staff, faculty, alumni and other UMBC community members.
- Assist with the creation of resources and programming applicable to the Religion and Beliefs student organizations, and faith-based student populations
- Assist with planning and execution of the newly created Interfaith Dialogue series
- Attend monthly meetings and serve as a student representative within the Interfaith Student Advisory Board and occasionally participate in the Religious Council Meetings

Minimum Qualifications

- Must be a full-time, matriculating undergraduate student at UMBC;
- Must have and maintain a minimum cumulative GPA of 2.5 (semesterly checks will be conducted);
- Must be committed to being a positive role model and demonstrate leadership skills;
- Must be able to commit to a minimum of one full academic year for at least 10 hours per week. One of the Coordinators for Student Diversity and Inclusion will serve as your primary supervisor.
- Must be able to enroll and fulfill all the requirements PRAC098 offered through the Career Center each semester for a minimum of 3 semesters;
- Demonstrated ability to work with people from various backgrounds regardless of their social identities;
- Demonstrated experience working with cultural, ethnic, faith-based, and/or service/social action student organizations;
- Be flexible with schedules depending on relevant programs, events and/or student professional development opportunities; and
- Must attend all Student Diversity and Inclusion Peer training sessions. Dates are as follows:
 - Orientation and Training (Tentative Dates: Either July 28-30th or August 3-5, 2020);
 - Campus Life Student Staff Summer Training (July 31 - August 2, 2020);
 - Student Diversity and Inclusion Peer Winter Staff Training (January 22 and 25, 2021).
 - Campus Life Student Staff Winter Training (January 24, 2021).

Preferred Qualifications

- Demonstrated basic knowledge in any of the following areas: the relationship between identity, power, privilege and oppression, intersectionality, social justice-related theories (e.g. Spirituality and Meaning Making Development Theory, Critical Race Theory, Feminist/Womanist Theory, Queer Theory, Social Identity Theory)
- Have experience working with religious, spiritual, and/or faith-based communities
- Demonstrated experience with of myUMBC, Gmail, Google Drive, Facebook, Adobe InDesign, Photoshop, and/or Illustrator
- Have summer and winter availability;
- Have verbal, spoken, and/or written multilingual skills

Additional Terms and Conditions

- **Starting pay rate: Starting at \$12.00 per hour with annual increases on the anniversary of the employee's first day. Please note that changes in pay may occur in accordance to institutional policies, and/or state, and federal wage laws.**

- **Only applicants with a complete application with supporting documents (i.e. resume, personal statement, references) will be considered for an interview. Please ensure all information is included within your materials.**
- All Student Diversity and Inclusion Peers positions are subject to change on an annual basis. Renewal is conditional on job performance and will require an annual re-interview process;
- Performance of each student will be evaluated a minimum of two times per semester and once in the summer and winter, and
- Student(s) who do not maintain a GPA above 2.5 for two consecutive semesters will not be considered for contract renewal

Employer Contact Information

If you have questions regarding any of our positions, please contact the respective primary supervisor for the respective position provided below:

- Hiring manager for the **Interfaith Student Diversity and Inclusion Peer** position:
 - **Erin Waddles**, *Coordinator for Student Diversity and Inclusion* (waddles@umbc.edu)
- Hiring manager for the **Mosaic Student Diversity and Inclusion Peer** and **LGBTQ+ Pride Student Diversity and Inclusion Peer** positions:
 - **Carlos Turcios**, *Coordinator for Student Diversity and Inclusion* (carlos6@umbc.edu)