



Multicultural Student Engagement

POSITION SUMMARY

Working up to 10 hours/week throughout the year, this work-study position will require students to work directly with the Coordinator of Multicultural Student Engagement. Throughout the work-study, students will assist with the planning and implementation of workshops and events held by the office. This includes but is not limited to, Let's Talk About Series, Dinner Crews, Study Halls, and Heritage Month Celebrations. In addition, students will have the opportunity to develop marketing initiatives through the office and do intentional outreach to various populations of students and university stakeholders. Other duties as assigned.

Examples of Duties:

1. Assist with the planning of events and programs.
2. Market for MSE events, programs, and trainings.
3. Assist with trainings of Staff and Students
4. Assist with research of demographics and trends in higher education
5. Serve as a representative for MSE at Rivier and community events
6. Run MSE social media accounts such as Twitter, Facebook, and Instagram to promote events.
7. Other duties as assigned by the Coordinator of Multicultural Student Engagement and other Student Engagement and Activities Staff

POSITION QUALIFICATIONS

Skills:	Organizational, customer service, problem-solving, oral and written communications skills. Ability to balance a variety of tasks and demands. Flexibility and willingness to learn new skills.
Preferred Traits:	Independent, strong communication skills, works well with other students and staff, willingness to learn and develop professional skills, passion for social justice and inclusion efforts on campus.
Environment:	Pleasant office setting, computer, office and printer available.

APPLICATION

This position reports to the Lia Munoz, Coordinator of Multicultural Student Engagement.

Contact: Lia Munoz
Multicultural Student Engagement Coordinator
207 Dion Center
(603)-897-8615
Lmunoz@rivier.edu