

## Position Description

### POSITION PROFILE

**Position Title:** Student Council for Multicultural Affairs

**EOU Department/College:** Diversity, Equity, Inclusion, and Belonging

**EOU Supervisor Title:** Bennie Moses, Associate Vice President of Diversity, Equity, Inclusion, and Belonging

**Typical Job Duration:** Academic year

**Job Level:** Level 3, \$14.20

**Type of Schedule/Typical Hours:** Flexible; needs to accommodate various meetings, programs, and events including evenings and weekends as required.

**Typical Number of Hours Per Week:** 10-15 hours, depending on scheduled events and program demands.

### POSITION INFORMATION

#### Student Position Description Summary:

The mission of the Student Council for Multicultural Affairs (SCMA) is to contribute to multicultural awareness and competence across the Eastern Oregon University campus. SCMA advocates for social justice based on socioeconomic status, ethnicity, sex, culture, religion, age, gender, sexual orientation and disability. The SCMA Coordinator promotes the group's goals to increase cultural awareness and foster an understanding and appreciation of diversity among students, faculty, and staff; support cultural programs that highlight the different

groups; address student issues through communication and collaboration with appropriate campus or community constituents; and serve as a campus resource for self-advocacy and student issues.

**Job Duties/Responsibilities/Essential Functions:**

- Provided day to day operations and organizational tasks needed to run the SCMA program. This includes but not limited to, Communicating information to SCMA council members regarding schedule, meetings programs, forums trainings and other volunteer opportunities
- Attending all Student Fee committee, Diversity Committee and other necessary meetings that address issues related to diversity and inclusion as well as SCMA and its club affiliates on a volunteer basis.
- Manage office operations and procedures such as, but not limited to, budget, personnel, records management, supplies and equipment, scheduling and facilitating meetings as well as trainings
- Address general student inquiries, communications regarding SCMA and its programs.
- Manage calendar, coordinate schedules and independently make appointments Compose, prepare, and process general and confidential correspondence, including emails, phone calls and faxes.
- Establish, organize, and maintain paper and computer file systems
- Plan and coordinate meetings, programs, or events by securing location and making appropriate arrangements, preparing and issuing information, agendas and processing minutes or other necessary follow through information
- Research and develop the resources necessary to improve the program
- Provide support for campus community (I.e. Tabling at Preview days, Mountaineer days, Class visits, Student panels, Discover Your Future programs, Orientation, etc.)
- Assisting with planning diversity programs & events and coordinate Council members check-ins twice a term.
- Assist with planning and presenting mini trainings and workshops (i.e. Safe Zone, Facilitating Safe spaces workshops, Event planning, Time management and Intergroup Dialogues)
- Showing support for/of diversity clubs/orgs by being a resource, collaborating with events and participating in events to show SCMA support Serve on the Celebrate, Educate & Appreciate Diversity (CEAD) Conference Planning Committee (one of the Co-coordinators)
- Participating in EOU recruitment efforts (i.e. Mountaineer Days, Discover Your Future, Preview Days, etc.)
- Planning, scheduling, and attending SCMA meetings, trainings, conferences and SCMA sponsored events including serve on the CEAD Conference Planning Committee
- As needed, serve as a resource and mentor for students who are struggling with issues

involving social identity and cultural differences as well as areas of personal or community based conflicts.

- Work with ASEOU-Director of Diversity Affairs to address concerns, advocate for students and coordinate multicultural and social justice programs on campus
- Collaborate with the Multicultural Center, ASEOU, student organizations, and university departments on program initiatives around social justice and diversity.
- Other duties as assigned.

## HIRING CRITERIA

### Minimum Qualifications:

- Be an enrolled sophomore standing and above student at Eastern Oregon University, and maintain a minimum 2.75 GPA.
- Applicants must have general office skills and proper phone etiquette.
- Good communication and interpersonal skills, organizational skills and attention to detail
- Possess the ability to take initiative, lead meetings, and brainstorm ideas with students
- Has an interest in diversity and multicultural education.
- Applicants should have some working knowledge of Word processing, Excel and PowerPoint creation.
- Must exhibit sensitivity and solidarity with traditionally underrepresented groups (such as people of color, queer folks, trans and gender-diverse people, women, students with disabilities, veterans, etc.).
- Have a flexible schedule to support the activities of the program.

### Preferred Qualifications:

- Experience in leading or participating in diversity and inclusion initiatives.
- Previous involvement with student organizations, particularly those focused on multicultural or social justice issues.
- Demonstrated ability to plan, organize, and execute events and workshops related to diversity and inclusion.
- Experience in managing social media platforms and content creation to enhance engagement and outreach.

### Desired Knowledge, Skills & Abilities:

- **Knowledge of Multicultural Education and Social Justice:** Understanding of key concepts in diversity, equity, inclusion, and multicultural education practices.
- **Event Planning Skills:** Ability to organize and coordinate various types of events, including educational workshops, cultural celebrations, and public forums.

- **Leadership and Team Management:** Strong leadership skills to guide a student council and work effectively with diverse groups.
- **Communication Skills:** Excellent verbal and written communication abilities, including the capacity to effectively communicate across diverse populations and stakeholders.
- **Interpersonal Skills:** Empathy and the ability to build relationships with a wide range of individuals from various backgrounds.
- **Problem-Solving:** Creative and effective in resolving issues and overcoming challenges related to program planning and execution.
- **Adaptability:** Flexibility to manage multiple priorities and adapt to changing circumstances or student needs.
- **Technical Skills:** Proficiency in using digital tools for office management, including word processing, spreadsheets, and presentation software, as well as familiarity with social media management and web content development.

## STUDENT LEARNING OUTCOMES

*As a result of completing this internship, the student will:*

### **Academic Learning Outcomes:**

- Enhance knowledge and skills in managing diversity programs and understanding complex social justice issues.

### **Industry Learning Outcomes:**

- Gain practical experience in program coordination, event planning, and community engagement.

### **Career-Readiness Learning Outcomes:**

- Develop professional skills such as leadership, public speaking, and strategic planning

## PROFESSIONAL DEVELOPMENT & TRAINING

### **Professional Development & Training**

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services

- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## **LEARNING ASSESSMENT & PERFORMANCE EVALUATION**

### **Learning Assessment and Performance Evaluation**

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework