

D'YOUVILLE COLLEGE

OFFICE OF MULTICULTURAL AFFAIRS ASSISTANT WORK-STUDY/ GRADUATE INTERN POSITION

Hours per week: Varies, with some occasional evening hours

Length of assignment: August – December, January- May

Location: 320 Porter Avenue, CC 113

Basic Job Qualifications

- Experienced with computers and office equipment
- Proven customer service skills and knowledge of proper office etiquette
- Must have thorough knowledge of office programs and philosophies in order to answer questions and direct inquiries to proper staff members

Personal Characteristics

- Must have ability to interact with students, faculty, staff and visitors from diverse backgrounds
- Must be mature, outgoing, and have a pleasant, positive, welcoming demeanor
- Must have excellent communication and people skills
- Must be detail-oriented, organized, dependable
- Must be flexible, adaptable and willing to work as a team player

Additional Skills *Helpful but not required

- Creative with a good instinct for effective visual promotional pieces
- Willing and able to speak publicly, professionally and unscripted

JOB DESCRIPTION

.General Duties in the Office

- Assist the Director of Multicultural Affairs with day-to day operations
- Coordinate and implement programming and events that promote multiculturalism and diversity
- Assist in creating artwork and designs for promotional materials
- Distribute promotional materials to the D'Youville College community (i.e. flyers, face book message, ect.)
- Conduct online research
- Support and mentor cultural student groups (BSU, Hispanic Student Association)
- Assist with the coordination of E-Board meetings
- Carry out general administrative duties such as filing, photocopying, bulk mail processing, etc.
- Other errands and duties assigned as needed.
- Establish affiliations and create networking opportunities with students, faculty and staff on campus

- Advocate for the academic, social and cultural needs of the multicultural student

General Duties as a Representative outside the Office

- Serve as a member of the Office of Multicultural Affairs at events, with duties ranging from serving as emcee, serving as an usher, serving as a greeter, etc.
- Represent the Office of Multicultural Affairs at specialized events such as Welcome Back Week, and other admissions events
- Represent the Office of Multicultural Affairs as a supporter to enhance the integration of all multicultural students into the wider College community.
- Encourage multicultural students to maximize their choices for successful academic, social, and cultural development by becoming full functioning members of the College.
- Encourage all students to maintain an atmosphere where different ethnic and racial viewpoints are disseminated, understood and respected.
- Promoter and spokesperson at general informational presentations, table displays, distributing handbills and brochures and generally providing information about the office and its programs.
- Take any and every opportunity to talk positively about the office and its staff and encourage friends and classmates to take advantage of what the office offers.

Contact:

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