**MULTICULTURAL AFFAIRS ASSISTANT**

 Number of positions available: 5 work-study and 4 non-work-study

Hours per week 6-10 hours based on Work Study award (Some evening and weekend hours may be required.) and 6-8 hours per week for non-work-study

Length of assignment: August 11 until May 10

Location: 062 Elliott University Center

Wage: Starting at $7.25 per hour



**Basic Qualifications:**

* Proven customer service and leadership experiences.
* Good verbal communication and presentation skills.
* Detailed oriented, organized, and dependable.

**Required Meetings:**

 -Required to attend student staff meetings (included as work hours)

**Personal Characteristics:**

* Must have ability to positively interact with students, faculty, staff and visitors from diverse backgrounds.
* Must be mature, outgoing, and have a pleasant, positive, welcoming demeanor.
* Must have good people skills and be willing to speak professionally and unscripted to groups.
* Must be flexible, adaptable and willing to work as a team player.
* Have interest in multicultural matters and concerns.

**General Duties:**

* *Present to groups/classes about Department’s current and upcoming events.*
* *Provide front desk and library coverage and open and/or close when needed.*
* Assist with promoting and staffing Department’s events during the year.
* Assist with outreaching to students and student organizations and university departments.
* Assist students, faculty and staff with checking out and checking in library materials when needed.
* Provide information and assistance for individuals who have reserved space for special events.
* Assist with recording results/data entry of evaluations following events.
* Serve as a member of the “Host Team” for Department events, with duties ranging from serving as emcee, serving as an usher, serving as a greeter, etc.
* Assist with specialized projects such as certificate and medallion preparation for Scholars Recognition Program and help with set up and groundwork needed for events such as hanging decorations, cutting handbills, folding programs, etc.
* Represent OMA at specialized events such as Welcome Week, Open House, Fall Kick Off, Office of Admissions events, Commuter Delis, and SOAR.
* Represent OMA as promoter and spokes person 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.
* Attend suggested campus multicultural trainings when possible and other duties as assigned.



**Contact Information**

Karen Core-Administrative Support Associate

UNCG Office of Multicultural Affairs

062 Elliott University Center

Greensboro, NC 27402-6170

Phone: 336-334-5090 *This is an Equal Employment Opportunity*