**Intern Program Assistant Position**

**Intern Description:**

The College of Wooster is seeking an individual to fill an intern Multicultural Student Affairs (MSA)Intern Program Assistant position. This position will primarily assist the Director of Multicultural Student Affairs to implement and execute programs and services provided by the Center for Diversity & Inclusion (CDI).

The Intern Program Assistant also works in collaboration with areas located in CDI and in the Office of the Chief Diversity, Equity, and Inclusion Officer (CDEIO), relating to international students, religious and spiritual diversity, BIPOC/underrepresented students, First-Generation Limited-Income, and antiracist practices.

Other duties may also involve collaboration with areas of the Division of Student Affairs, the Dean of Students Office, other departments within The College of Wooster, and/or be assigned to the Program Assistant by the MSA Director. This is a one-year position with possibility of renewal based on funding and institutional priorities.

**Essential Duties & Responsibilities**

* Works under the supervision of the MSA Director implement and assess diversity programs and projects, including celebrations of heritage months and diversity-related learning communities for students.
* Helps provide and generate content for the CDI website and social media. Promoting cultural understanding and serve to educate members of the campus community about issues that intersect various aspects of identity (e.g., race, class, ethnicity, sexual orientation, gender, ability, religion, etc.).
* Supports the MSA Director in creating and maintaining a comprehensive annual schedule of learning opportunities.
* Collaborates in doing research and analyzing relevant literature, and on benchmarking information to develop new program ideas, propose program changes, and implement ongoing programming.
* Help create and assess First Gen Living Learning Community
* Attend divisional meetings

**Requirements Education and Experience:**

Bachelor's degree required and enrolled in an education master's degree.

**Other Requirements:**

* Ability to work 10 hours a week virtually and in person
* Programming and event planning experience
* Good oral and written communication skills
* Team collaboration
* Public Speaking

Additional Information: The College of Wooster does not discriminate on the basis of race,

color, sex/gender, gender identity, gender expression, medical condition, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, disability, age, marital status, family responsibilities, sexual orientation, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other characteristic protected by institutional policy, or by state, local, or federal law. All offers of employment are subject to verification of the legal right to work in the United States 6/24/2021 The College of Wooster Job Posting: Multicultural Student Affairs (MSA) Program Assistant as required by federal law. The College of Wooster is committed by policy and practice to diversity, equity and inclusion. For more information on our nondiscrimination policy visit: