



Student Center for Reconciliation and Diversity (SCRD)

Job Description

Title: CCSD Graduate Assistant, MEL Scholarship Coordinator

Commitment: August 15th, 2023 – May 6th, 2024

Reports to: SCRD Program Coordinator

Location: East Campus

Environment: Shared workspace with other interns/Personal laptop needed

General Responsibilities and Expectations:

The Multi-Ethnic Leadership (M.E.L.) Scholarship Program Coordinator promotes growth for scholarship recipients in leadership, academics, service, spirituality, and social justice advocacy. This individual designs, plans, and implements educational opportunities and leadership development experiences to increase multicultural competence in the context of the Christian faith.

Specific Duties:

- Collaborates with various departments and faculty to provide monthly educational and professional development opportunities that promote diversity awareness, cross-cultural understanding, and advocacy skills.
- Organizes, plans, and implements monthly meetings, annual events, and cohort-specific gatherings for M.E.L. Scholars.
- Helps facilitate M.E.L. training and retreat with assistance from the Associate Director.
 - Accompanies M.E.L. Scholars to the annual S.C.O.R.R. (Student Congress on Racial Reconciliation) Conference at Biola University in February.
- Helps monitor spending for the M.E.L. program, and provides updated reports to the Program Coordinator concerning expenditures, deposits, and needed funding.
- Researches ideas, theories, and innovative programs that may benefit the growth of the M.E.L. Scholarship Program and promote further implementation of the L.A.S.T. framework.
- Maintains and updates resource folder for future graduate assistants by compiling event summaries and future recommendations.
- Maintains consistent communication with all scholars in the program through e-mail messages and social media.

- Assesses events and overall program satisfaction through surveys and biannual cohort focus groups.
- Holds M.E.L. Scholars accountable to scholarship requirements and tracks compliance or non-compliance in a comprehensive spreadsheet.
- Provides guidance to scholars to prepare research projects focused on race, ethnicity, and culture for Common Day of Learning (annual conference).
- Conduct bi-annual focus groups with each cohort of scholars.
- Participate in bi-weekly staff meetings and weekly one-on-one meetings.
- Responds to students and others who inquire about information on multi-ethnic programs, ethnic organizations, and resources.
 - Serves as a Student Center for Reconciliation and Diversity representative in interactions with other departments on campus, members of the campus community, and the general public.
- Performs other duties as assigned by the Program Coordinator.

The graduate assistant will gain experience in the following CCSD competencies:

1. Pluralism, inclusion, and social justice
2. Fostering student learning
3. Visionary leadership
4. Quality programming
5. Assessment and evaluation
6. Budgeting and fiscal management

Qualifications and Expectations:

- Demonstrates a passion and commitment to diversity.
- Demonstrates evidence of knowledge, education, and experience with diversity and cross-cultural awareness through formal training, work experience, leadership involvement, or personal life experiences.
- Demonstrates ability to articulate diversity-related issues through presentation skills, discussion facilitation, and interactions with others.
- Ability to work well in a team or independently.
- Highly motivated and able to take the initiative.
- Possess excellent communication skills.
- Ability to focus and prioritize in a high-activity and student traffic environment.
- Adhere to university policies and standards of conduct.
- Work in the SCRD office for up to 20 hours per week.
- Attend and participate in: SCRD training in August, New Student Orientation in August, and any required SCRD staff events.

Weekly Breakdown of Hours:

- Correspondence with the M.E.L. Scholars, faculty, and staff
- Programming for monthly meetings and annual events
- Weekly staff meetings and one-on-one meetings with the supervisor
- Tracking M.E.L. Scholar adherence to scholarship requirements
- Researching applicable theories and best practices
- Networking meetings with relevant departments, faculty, and staff

- Assisting with team projects and special events

APPLICATION:

Contact: Student Center for Reconciliation and Diversity; scrd@apu.edu (626) 815-6000
extension 3727