



Student Center for Reconciliation and Diversity (SCRD)

Job Description

Title:	SCRD Grad Program Intern
Commitment:	August 28th, 2023 -May 6th, 2024
Reports to:	SCRD Program Coordinator
Location:	East Campus
Environment:	Shared workspace with other interns/Personal laptop needed

SCRD Interns report to the Program Coordinator.

General Responsibilities and Expectations:

SCRD Grad Interns design, plan, and implement programming opportunities to promote diversity awareness, intercultural understanding, racial reconciliation, and education. The SCR D Grad Intern supports first-generation college students participating in the GEN1Scholars program through programming, one-on-one counseling and advising, and resource dissemination and referral.

Specific Duties:

- Organizes large-scale programs or workshops to promote cross-cultural awareness, social justice, understanding, and education.
- Monitors and maintains the SCR D Intern budget, and provides updated reports to the Program Coordinator concerning spending, deposits, and funding needs.
- Collaborates with other programming offices to provide educational and cross-cultural opportunities to the campus community.
- Plans SCR D monthly events, campus connections, and formal dinners.
- Assists in planning and implementing diversity focus events.
- Utilizes information from general assessments and evaluations to improve upon programs that are sponsored or planned by SCR D.
- Responds to inquiries regarding SCR D programs, ethnic organizations, and other resources.
- Be willing to represent SCR D by serving on various staff, faculty, and administration committees.

- Supports ethnic organizations by promoting club events and attending ethnic organization leader meetings.
- Maintains SCRD social media and updates the office resource folder for future SCRD Interns.
- Meets regularly with SCRD Program Coordinator to discuss future ideas, events, and planning.
Attends SCRD Office staff meetings.
- Assist in the support services of first-generation college students in the areas of mentoring, assessment, workshops, and research.
- Develop and coordinate event planning and conduct workshops for students and families.
- Conduct one-on-one and small group advising sessions and workshops with participants.
- Assist in developing and coordinating training designed to enhance knowledge of supporting diverse student populations among first-generation college students.
- Assist in the coordinating and planning of GEN1 Scholars' activities, special events, and workshops.
- Assist in the development of relationships with Student Life and Academic Affairs offices.
- Create and analyze qualitative and quantitative data reports based on student and faculty/staff survey responses.
- Organizes large-scale programs or workshops to promote cross-cultural awareness, social justice, understanding, and education.
- Performs other duties as assigned by the Program Coordinator.

The program intern assistant gains experience in the following 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:

- Work in the SCRD office 12 hours per week.
- Maintain consistent communication with the SCRD Program Coordinator regarding one on one appointments and team meetings, primarily through email and GroupMe.
- Demonstrate a passion and commitment to God-honoring diversity.
- Adhere to the Student Leadership covenant, university policies, and standards of conduct.
- Demonstrate evidence of knowledge, education, and/or experience with diversity and cross-cultural awareness.
- Team-oriented and highly motivated.
- Demonstrate emotional stability and balance.
- Possess excellent communication skills.
- Ability to multitask.

APPLICATION:

Contact: Student Center for Reconciliation and Diversity (626) 815-6000 extension 3727