

**JOB TITLE:** *Multicultural Programs Student Assistants*

**DEPARTMENT:** Residence Life / Multicultural Programs

**CONTACT PERSON/EMAIL/PHONE #:** Brandon Jackson, Coordinator of Multicultural Programs, [jacksonbj@etown.edu](mailto:jacksonbj@etown.edu) , 717-361-1983

**TO APPLY:** Applications are available in the Office of Residence Life or by emailing [jacksonbj@etown.edu](mailto:jacksonbj@etown.edu)

**STUDENT JOB DESCRIPTION:** Multicultural Programs Student Assistants aid the Coordinator of Multicultural Programs in the planning and implementation of diversity programs. The duties they perform assist with the process of building community, fostering an appreciation for diversity, promote student learning, and furthering the College's values of peace, justice, and human dignity. These values are upheld in the college's commitment to diversity and inclusive excellence. Responsibilities of student assistants are as follows: Assisting the Coordinator in carrying out programs and activities; modeling leadership to other students; serving as a resource for issues related to diversity; and maintaining the office of Multicultural Programs. Major duties of the Student Assistants include marketing/publicity, creating advertisements, research, facilitating programs, and offering creative input.

**QUALIFICATIONS:**

- Ability to work extended hours as needed.
- Ability to work independently under minimal supervision.
- Ability to thoroughly complete all work assignments
- Ability to prioritize multiple tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Ability to work within deadlines.
- Good interpersonal skills and desire to be a team player.
- Creative problem-solving skills.
- Exceptional customer service skills.
- Excellent written communication skills.
- Excellent oral communication skills.
- Ability to model student leadership.
- Sense of creativity.
- Proficient with Microsoft Office (Word, Excel, Access, Publisher)

**PHYSICAL DEMANDS**

- Regularly required to remain seated in a normal position for long/extended periods of time.
- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Regularly required to climb stairs and/or ladders.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.

- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet.

**HOURS and/or HOURS PER WEEK REQUIRED:** Flexible days and hours; some weekends and evenings may be required. Average 5 hours per week.

**PAY RATE:** \$7.25/hour

**SPECIAL SKILLS NEEDED** (for example—drivers license/van training, CPR, etc.):