Binghamton University is an Equal Opportunity Employer committed to hiring a diverse workforce. We encourage those from traditionally underrepresented groups to apply.

The mission of the Multicultural Resource Center is to educate the campus community through initiatives designed to increase awareness and understanding of diversity, its significance in the advancement of all fields of endeavor and in navigating our world. The MRC provides an array of resources, educational opportunities, and community initiatives designed to support the recruitment, retention, personal and professional development of all students, faculty and staff with special emphasis on those from culturally diverse, religious, LGBTQ+ and historically underrepresented populations.

**Job Summary:**
The MRC is seeking one Graduate Program Assistant (PA) to work on a team of two. The PAs will lead the MRC Culture Squad comprised of undergraduate and graduate interns and volunteers in planning programs and events for the community. PAs will also provide general support to Center operations based on office needs and/or student interests. Additional responsibilities may include: communicating with partners, giving presentations, data collection and analysis. The PAs will gain experience in cultural competency, social justice and diversity awareness, office and event management, supervision of student staff, facilities and resource management, budgets, cultural competency, facilitation and workshop development, and/or marketing.

**Duties and Responsibilities:**
The duties and responsibilities of the MRC PAs shall include, but not be limited to, the following:

- Assist with planning and coordination of diversity programs and events
- Act as liaison to student organizations and departments seeking to collaborate on programming
- Assist with organizing and training MRC Culture Squad; support and supervise MRC Culture Squad in the areas of program planning and outreach development, public relations, marketing and communications
- Manage MRC Culture Connects Volunteer Program
- Conduct assessments, research and benchmarking surveys as needed
- Support the development and distribution of marketing materials
- Interact with campus professionals, meet with student groups, and maintain regular hours to serve as a resource for students and organizations
- Assist with general center support, such as answering phone calls, replying to emails, greeting Center visitors
- Attend all necessary cultural competency and/or diversity trainings; become a cultural competency workshop facilitator
- Attend regular supervision and staff meetings; review literature as provided
- Perform other duties assigned by the Multicultural Resource Center staff

**Qualifications:**
- Bachelor’s degree or enrolled in graduate program required
- Prior program planning experience and ability to work as part of a team required; team leadership experience a plus
- Strong organizational skills and demonstrated ability to manage multiple priorities
- Excellent customer service, verbal and written communication skills
- Strong creative and problem solving skill
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to Asian, Asian American and Pacific Islander, African and African American, Latinx, Native American and Alaskan Native, and International students; Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students; students with disabilities; as well as those with various spiritual/religious beliefs).
- Interest in learning about diversity issues, advising, mentorship and educating others
- Proficient in Microsoft Word, Excel, Google documents, Adobe Creative Suite (Photoshop, Illustrator and Indesign) and social media platforms a plus
- Some night and weekend hours are required
- Preference given to students enrolled in Student Affairs Administration; Sociology, Psychology, Women, Gender and Sexuality Studies, MPA, CCPA PhD students are also strongly encouraged to apply

**Term:** Flexible start date as early as June 4, 2018; flexible end date as late as June 29, 2019

**Hours:** 15-20 hrs per week

**Pay:** $13.65 per hour

**To Apply:** Persons interested should submit the [general application](#) from the Student Affairs website. Questions related to this position should be directed to Tanyah Barnes, MRC associate director at [mrc@binghamton.edu](mailto:mrc@binghamton.edu) or 607-777-4472.