



GRADUATE COORDINATOR FOR CULTURAL PROGRAMS OFFICE OF STUDENT LIFE

POSITION: Graduate Coordinator for Cultural Programs
The Mosaic: Center for Culture and Diversity

DEPARTMENT: Student Life (SL), Division of Student Affairs

UMBC:

UMBC is a public doctoral-granting research university and is part of the University System of Maryland. Approximately 12,000 students attend UMBC and nearly 3,000 live on campus. UMBC is a very diverse campus, and over 34% of its students identify as members of a non-majority ethnic, racial, or national origin group. To support such a diverse student population, the Office of Student Life (OSL), a member of the Division of Student Affairs, coordinates and encourages multicultural education through the Mosaic Center for Culture and Diversity.

GENERAL RESPONSIBILITIES:

The Graduate Coordinator (GC) of Cultural Programs position provides support for the Division of Student Affairs and OSL specifically focused on cultural event planning, advocacy, training and assessment efforts for two student populations – those who self-identify as Asian/Asian American/South Asian/Pacific Islander. The GC is supervised and supported by the Assistant Director of Student Life for Cultural and Spiritual Diversity Initiatives. The person in this position is responsible for developing and implementing culturally-focused education initiatives and collaborating with student organizations, staff, faculty, SL and Division of Student Affairs partners. The Graduate Coordinator will also serve as an informal, secondary advisor for the more prominent UMBC recognized Asian/Asian American/South Asian/Pacific Islander cultural organizations.

SPECIFIC RESPONSIBILITIES

The Graduate Coordinator of Cultural Programs will:

- Develop relationships with and outreach to Asian, Asian American, South Asian and Pacific Islander-identified student organizations and students.
- Plan, coordinate, implement, and evaluate the culturally-focused, educational student events targeted to Asian/Asian American/South Asian/Pacific Islander populations.
- Develop and disseminate a campus-wide calendar of events for Asian Pacific American Heritage Month (May)
- Develop partnerships and opportunities for co-sponsored Asian/South Asian/Asian Pacific Islander cultural events with other UMBC offices, departments and student organizations.
- Build and manage an online library of Asian/South Asian/Asian Pacific Islander educational materials and resources to be housed on the Student Life website and Mosaic myUMBC Group page
- Represent SL and/or the SL Mosaic Center at various university and community cultural and diversity-related events and meetings.
- Attend standing meetings as needed including SL staff meetings (as appropriate) and divisional professional development sessions.

- Outreach to and visit Baltimore and DC area colleges/universities and community organizations to provide additional event and support resources to Asian/Asian American/South Asian/Pacific Islander students as needed and able.
- Assist with staffing the Mosaic: Center for Culture and Diversity.
- Perform other duties as assigned.

QUALIFICATIONS:

A bachelor's degree and enrollment in a graduate program at a University System of Maryland institution are required. Experience working with the Asian/Asian American/South Asian/Pacific Islander undergraduate populations is required. Knowledge and experience in intercultural education, communication and event planning, multicultural affairs, diversity/social justice education, and student activities as an undergraduate or graduate student is strongly preferred. The ability to interact with diverse individuals and strong oral and written English language skills are necessary. An earnest professional commitment to promoting an inclusive on and off-campus environment is essential. Ability to work both independently and with a team of professionals. The person in this position must have the technical, creative, and communication skills necessary to communicate our mission and resources to a large and diverse student population - including, but not limited to, written work, social media, video development, and assessment reporting.

Bilingual/multilingual candidates fluent in Mandarin and other widely spoken East Asian and South Asian languages are strongly encouraged to apply.

COMPENSATION:

Nine - Twelve (12) month appointment with a maximum stipend of \$16,686 annually and up to ten (10) credits of tuition remission per semester. Additionally, participating in professional development opportunities will be encouraged and supported. Starting date: July 2015(exact date negotiable).

APPLICATION REQUIREMENTS:

A professional cover letter, resume and the names and contact information (including email and phone number) for three (3) professional/work references are required. Applications will be accepted until the position is filled and **must** be submitted as email attachments. Please do not send the cover letter, resume or work references in the body of the email. Only complete applications will be considered for an interview. For best consideration, apply by April 17, 2015.

SUBMIT APPLICATIONS TO:

Sheryl Gibbs
Office Manager
UMBC
Office of Student Life
The Commons, Suite 336
1000 Hilltop Circle
Baltimore, MD 21250
Ph: 410-455-2605; Fax: 410-455-1097; Email: shergibbs@umbc.edu