

# Mosaic Student Diversity & Inclusion Peer(s)

**Position Type: Part-time, Undergraduate or Graduate**

**Number of Vacancies: 4      UMBCworks Position ID: 9307516**

**July 1, 2019 - June 30, 2020 with the ability for renewal (Summer and Winter Availability Strongly Preferred)**

Campus Life

Mosaic: Center for Culture and Diversity

University of Maryland, Baltimore County

Commons 2B23

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Baltimore, MD 21250

PHONE: 410-455-2686

<https://campuslife.umbc.edu/diversity-and-inclusion/>

## Position Overview

The Mosaic Student Diversity and Inclusion Peers work for Campus Life's Mosaic: Center for Culture and Diversity and are supervised by Campus Life's Coordinators for Student Diversity and Inclusion. The main role of the Mosaic Student Diversity and Inclusion Peers is to assist with the needs of Diversity and Inclusion professional staff as well as Campus Life's Interfaith Center and Queer Student Lounge. They help build relationships between our departmental area and the general campus community.

The Mosaic Student Diversity and Inclusion Peers assist with promoting diversity and multicultural awareness, knowledge and skills through fun, safe, and engaging activities. Mosaic Student Diversity and Inclusion Peers do not create programming, but they are part of a collaborative team. This means that it is essential for all Peers to be team-oriented, demonstrate strong leadership skills, and contribute to the work of Diversity and Inclusion professional staff.

The main role of this position is to bridge relationships between the Mosaic and various identity-based populations. Peers do this by promoting Mosaic sponsored events, engaging the UMBC community, and fulfilling essential administrative tasks. Peers can also assist with the design and facilitation of diversity education workshops, diversity dialogues, and lectures highlighting identity-based populations on campus, and by working with student leaders to effectively engage UMBC's student community.

## Responsibilities

- Work a minimum of 10 hours a week during the fall and spring semesters (may work up to 20 hours depending on scheduling of events, staffing needs, and other campus job commitments). Hours may increase during winter and summer. Regular availability during the summer and winter is not required, yet strongly preferred. Each shift must be a minimum of two hours.
- Enroll into Career Center's Practicum (PRAC098) for student employees for the first two semesters of employment and fulfill their requirements. One of the Coordinators for Student Diversity and Inclusion will serve as your primary supervisor.
- Assist with Mosaic administrative duties (e.g. manage workshop requests, procedural tasks, organizing works areas, assist with the maintenance of our three spaces, take pictures of our events).
- Assist with managing Mosaic's various Google Calendars, shared Gmail accounts, *myUMBC* group pages, and Facebook accounts
- Market department initiatives (particularly Mosaic and Campus Life events and resources) to UMBC community members, especially undergraduate students
- Create a welcoming inclusive environment for all departmental guests in our spaces
- Support the staffing needs of all Mosaic sponsored events (schedule permitting), our three student centered spaces, and assist with the marketing and promotion of Mosaic events and creation of resources.
- Meet with primary supervisor biweekly and attend student staff meetings (typically held every other Friday).
- Follow all area regulations within Campus Life's Mosaic Code of Conduct.
- Fulfill all other duties and responsibilities as assigned by the Associate Director and/or Coordinators in Campus Life for Student Diversity and Inclusion
- Fulfill all other duties and responsibilities as assigned by Campus Life's Student Training and Development Committee

## Minimum Qualifications

- Must be able to work with people from all backgrounds regardless of their social identities;
- Must be able to work with cultural, ethnic, faith-based, and service/social action student organizations;
- Must possess a proficient level of understanding of the interrelations between identity, power, and privilege;
- Must have an open mindset and be willing to challenge oneself to further promote UMBC's mission of Inclusive Excellence with our campus community;
- Must be willing to become, if not already, well-connected to students, faculty, staff, alumni, and other campus community partners;
- Must exhibit good written and verbal communication skills;
- Must take initiative and have proactive work habits;
- Must have and maintain a minimum cumulative GPA of 2.5 (semesterly checks will be conducted);
- Must be willing to work in the fall and spring semester for at least 10 hours a week;
- Must be a full-time, matriculating undergraduate or graduate student at UMBC;
- Must be able to commit to a minimum of a full academic year;
- Must be able to enroll and fulfill all the requirements PRAC098 offered through the Career Center each semester;
- Must attend Mosaic Student Diversity and Inclusion Peer Orientation and Training (Tentative Dates: July 22-26 or July 29-August 2, 2019); and
- Must attend a department-wide Campus Life Student Staff Training (Tentative Dates: August 22 and 23, 2019);
- Attend Mosaic Winter Staff Training (Tentative Date: January 23, 2020).

## Preferred Qualifications

- Must be committed to being a role model and demonstrate leadership skills;
- Have basic working knowledge of myUMBC, Gmail, Google Drive, Facebook, Adobe InDesign, Photoshop, and Google Calendar;
- Have summer and winter availability;
- Experience working with diverse populations;
- Be able to identify some ways diversity and inclusion enriches the UMBC community;
- Demonstrate commitment to building mutual understanding, respect, and civility among all people regardless of background;

- Be flexible with schedules depending on relevant programs, events and/or student professional development opportunities; and
- Have a basic understanding of good customer service skills.

Starting pay rate: Starting at \$10.10 per hour with annual increases on the anniversary of your first day. Changes in pay may occur due to state/federal law.

## Additional Terms and Conditions

- All Diversity and Inclusion Peers positions are subject to change on an annual basis. Renewal is conditional on job performance;
- Performance of each student will be evaluated a minimum of two times per semester and once in the summer and winter (if applicable), and
- Student(s) who do not maintain a GPA above 2.5 for two consecutive semesters will not be considered for contract renewal

**If you have any questions, please contact the Coordinators for Student Diversity and Inclusion:**

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