

**Center for Multicultural Education**

Student Employee – various positions

**Minimum Qualifications**

* Must be full time undergraduate student at UNI
* Must maintain minimum semester GPA of 2.20; cumulative 2.20
* Must be able to work a minimum of 10 hrs/wk (front desk hours 8-5 M-F; flexible programming hours including evening)
* Must be available for mandatory weekly meetings (Wednesday 5:15 pm -6:15 pm)
* Preference given to Federal Work Study

**Preferred Qualities & Skills**

* Interest in identity development, diversity, social justice, cultural competence, student success and multiculturalism
* Ability to be creative, innovative, and resourceful
* Ability to take initiative and work independently on projects or assignments.
* Ability to motivate and lead others; be a team player
* Ability to develop relationships with student, faculty, staff, and community partners
* Strong skills in leading, organizing, planning, and evaluating programs and events
* Strong skills in facilitating activities and discussions
* Excellent time management and organizational skills
* Excellent written and verbal skills
* Capability with technology and computers

**Essential Duties**

* Attend weekly staff meetings
* Regular communication with Assistant Director (bi-weekly 1:1) & team
* Representing CME on and off campus through pillars: advocacy, support, education, engagement, collaboration, outreach & assessment
* Program development, implementation & evaluation
* Diversity educator

**Job Titles (students are expected to work 10 hours/week) - $9.25/hour raise with seniority/performance**

1. Office Assistant & Day Programming
2. Student Program Coordinator - CUE (CommUnity Educator)
3. Public Relations Assistant - Social Media, Marketing and Graphic Design