



UNIVERSITY OF MINNESOTA ROCHESTER

Student Life Graduate Intern: Intercultural Initiatives Assistant

This position is intended as a collaborative role to support multiple departments within the Student Life team as well as an educational and professional opportunity for a graduate student. The graduate student reports directly to the Senior Director of Intercultural Initiatives.

Duties and Responsibilities

Intercultural Initiatives—50%

- Support, plan, and implement events in the Intercultural Student Center
- Market events and update social media accounts
- Support Resource Group logistics, advertising, and support
- Attend and assist with administrative needs for the D&I Committee.
- Assist Senior Director of Intercultural Initiatives with management of student desk staff
- Assist with student leader training and support for the entire campus (RA, Orientation Leaders, Community Mentors, etc.

Student Activities and Orientation Support—20%

- Assist with cross promoted events with Student Activities including Ebony Night and CommUnity and Diversity Dialogues.
- Assist with Orientation activities and planning as needed.

Student Leadership Training — 20%

- Assist partner departments with student leadership training around intercultural topics and University values.

Team/Campus Collaboration—10%

- Participate in other committees, projects, and assignments based on interest and educational need.
- Attend regularly scheduled Student Life Meetings as able based on the agreed upon intern schedule
- Support campus-wide events such as registration, orientation, family weekend and overall programming support in the Student Life area.

Days and Schedule:

This position is 10 hours per week, but additional hours may be possible based on intern availability and needs of the university. Prior approval from the graduate intern supervisor is necessary prior to working beyond the 10 hours per week. Flexible weekend and evening commitments will be discussed in advance with the graduate intern supervisor.

Qualifications:

Candidates must have the following minimum qualifications:

- Admission to a related graduate program

Successful candidates may also have:

- Experience in Google applications (including Calendar, Documents, Forms, and Sites)
- A demonstrated commitment to diversity, equity, and intercultural competencies.
- Familiarity with equity-minded strategies for supporting the academic success and wellbeing of students
- Demonstrated experience and understanding of working with private student data and confidential information
- Experience tracking and interpreting data relevant to their work and using that information for work and process improvement
- A commitment to knowledge creation and research in higher education

The successful candidate will possess:

- The desire and ability to work in a collaborative, team environment
- An innovative mindset and the ability to operate in a sometimes-ambiguous environment
- The ability to learn and disseminate detailed information using a high level of interpersonal skills
- Demonstration of UMR values: human potential, diversity and inclusivity, community, evidence-based decision making, and respect.
- Excellent oral and written communication skills
- Self-motivation, excellent time management, and organization skills
- Experience utilizing a diverse range of technologies
- Capacity to work occasional evenings and weekends