

Intercultural Center: Administrative Assistant (AA) Job Description



The Intercultural Center is seeking highly dedicated, motivated, team oriented, creative and organized student staff members who are committed to supporting the mission and values of our center. The Administrative Assistant (AA) serves as both a mentor and coordinator of student staff responsibilities as well as administrative support staff for the Intercultural Center professional staff. Reporting directly to the IC Director, the AA is charged with furthering the success of programs and services related to diversity, social justice education, and identity development along with serving as a role model, trainer and mentor to the IC student staff. They should be passionate about intergroup dialogue, social justice, and building community through intentional conversations that are centered around intersecting identities. The AA position will also support the daily operations of the Intercultural Center.

The Administrative Assistant role will provide students with the following transferable skills:

- Management of a community-oriented space for diverse student populations
- Development of strong peer facilitation and public speaking skills
- Effective communication with peers around needs and concerns
- Development of critical thinking skills through effective dialogues and communication styles
- Development of project, management and time management skills
- Ability to practice authentic self-reflection to understand and analyze behaviors, thoughts, values, beliefs, and assumptions of self and communities outside of one's own

Administrative Assistant (AA) Responsibilities & Expectations

- Observe IC staff facilitations and provide measured, specific, and detailed feedback for student facilitators
- Organize and facilitate additional professional development training throughout the academic year for the student staff
- Assist with student leadership development including but not limited to: summer training for IC student staff, Diversity Retreat and ongoing staff development workshops
- Assist with the expansion and execution of IC assessment strategies
- Coordinate the student staff set-up, task lists and clean-up of all IC signature programs, such as the SMC Cultural Showcase and Cultural Graduate Celebrations
- Order and coordinate delivery/pick-up and payment of food for all IC meetings and workshops
- Hold weekly office hours in both the IC office and in SIL (location of IC Director's office)
- Assist with website management and upkeep; manage IC PRESENCE profile
- Provide administrative support related to programming and daily operations, including but not limited to: calendar management, facility and media requests, contracts processes, etc.
- Participate in monthly IC staff meetings, monthly auxiliary staff meetings and bi-weekly 1:1 meeting with your direct supervisor (IC Director)
- Assist with the setup, registration and logistics of the IC's signature programs: the Diversity Retreat, Diversity Dance, SMC Cultural Night Showcase, and Cultural Graduate Celebrations, etc.

- Support & serve as an IC representative at all times for outreach events and communicate services, programs, and events to students, staff, and faculty
- **Participate in mandatory trainings, starting with a new staff welcome (in late April or early May), and continuing with a late-August training before fall classes begin and over Weekend of Welcome**
 - *Note: All AUGUST training days are fully paid.*
- Immediately report problems and concerns to IC professional staff
- Other duties as assigned

Administrative Assistant (AA) Qualifications

- Minimum cumulative GPA of 2.5 and good disciplinary standing
- One or more years of facilitation and/or conflict resolution experience highly preferred
- Trained or willing to be trained in Safe Zone, QPR and other related on-campus professional and leadership training opportunities
- Must be available for all trainings (see above), and **able to work both fall AND spring semesters** (Jan term is also preferred but negotiable)
- Ability to work well under pressure and in ambiguous settings
- Demonstrate commitment to equity, diversity, inclusive community, leadership, and social justice education
- Excellent verbal and written communication skills, including group facilitation/public speaking
- Positive attitude and strong work ethic
- Detail and solutions oriented
- Prioritization and Adaptability
- Punctuality and Time Management
- Demonstrate strong administrative, organizational, and leadership skills
- Overall team-player mentality and ability to work independently
- Federal work study not required but strongly PREFERRED
- Our preference for the AA position is students who have worked for the IC previously, though this is not required
- **Cannot work as a Resident Advisor, WOWie or SEAL** due to training conflicts. No other campus jobs strongly preferred but negotiable

Work Schedule & Compensation

- On average the Administrative Assistant will work between 8-10 hours per week. Occasional evening and weekend hours are required.
- All IC student staff positions are paid hourly at Level 1 according to the Saint Mary's Student Employee Pay Scale set by Payroll.