



## Intercultural Center: Social Justice Advocate (SJA) 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 Social Justice Advocate's (SJA) primary responsibilities are to develop & facilitate social justice discussions for the SMC community. They should be passionate about intergroup dialogue, social justice, and building inclusive community through intentional conversations that are centered around intersecting identities. The SJA will also support the daily operations of the Intercultural Center.

The Social Justice Advocate position will provide students with the following transferable skills:

- Management of a community-oriented space for diverse student populations
- Development of social justice-based programs that engage students in critical conversations on issues impacting contemporary society
- Development of strong peer facilitation and public speaking skills
- Communicate effectively with peers around needs and concerns regarding self and/or others
- 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

### **Social Justice Advocate (SJA) Responsibilities & Expectations**

- Host community Collective Hour sessions for students with shared identities and/or interests
- Organize, implement, and evaluate monthly programs that focus on diversity and social justice
- Assist in managing the daily operations of the IC, including but not limited to: answering and making phone calls, sending and replying to emails, greeting visitors, running campus errands, photocopying, inventory, online research, organizing supplies, etc.
- Attend weekly staff meeting, a weekly duo working hour, an IC Cafe virtual hour, bi-weekly 1:1 meeting with supervisor and monthly all IC staff meetings
- 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

### **Social Justice Advocate (SJA) Qualifications**

- Minimum cumulative GPA of 2.5 and good disciplinary standing
- Must be available for all trainings (see above), and **able to work both fall AND spring semesters** (Jan term is also preferred but negotiable)
- 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
- Demonstrate strong administrative, organizational, and leadership skills
- Overall team-player mentality and ability to work independently
- Federal work study not required but strongly PREFERRED
- **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 Social Justice Advocates will work between 6-10 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.