

<b>DIVERSITY ADVOCATE/STUDENT COORDINATOR JOB DESCRIPTION</b> <b>MultiCultural Center</b> <b>Cal Poly, San Luis Obispo</b>
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**APPOINTMENT:** 2009-2010 Academic Year (September 22, 2009 – June 4, 2010)

**OFFICE HOURS:** 8 hours per week at \$8.50 per hour

**PROGRAM PURPOSE:** The Diversity Advocate positions were created to assist with the Multicultural Center's (MCC) programming, recruitment and outreach efforts. The Diversity Advocate plays an integral role in the development and operation of the MCC. Students will be chosen based on their proven leadership experience, effectiveness in advocating for underrepresented populations, and potential to contribute to the mission and goals of the MCC.

**RESPONSIBILITIES:**

Act as an advocate and liaison between the MCC, MCC affiliate groups, other departments of Cal Poly, and San Luis Obispo community. Assist in the planning of MCC events.

**Event Planning:** Diversity Advocates are required each year to:

- Create and oversee one major educational program that addresses the needs on an underrepresented population.
- Create one passive program in the form of a brochure, bulletin board, website, etc. that addresses the needs of an underrepresented population
- Collaborate with other DA/SCs for support and plan cross-cultural events.

**Networking:**

Develop relationships and serve as liaison to other centers and departments such as Pride Center, Greek Life, Women's Center, Clubs, Associated Students, The Career Center, Disability Resource Center, and University Housing to encourage collaboration and communication with MCC and MCC affiliate groups.

**Strong communication skills, including writing and speaking:**

- Compose and maintain correspondence to Coordinator of Multicultural Programs and Services on progress and activities
- Maintain an active calpoly.edu email account
- Represent MCC at various events
- Publicize MCC events through written and oral communication

**Training**

Attend and actively participate in weekly MCC staff meetings.

Attend department trainings.

**Office Responsibilities:**

Maintain eight (8) office hours per week (which include staff meeting times). Office hours include, but are not limited to staffing the front desk. Hours may vary depending on MCC special events.

**Functional Areas and Duties:**

Each advocate will be assigned specific functional areas and duties. Some examples may include:

- Research/Newsletter
- Community Outreach
- Culturefest
- Cross-Cultural Workshops (3 per academic year)
- Awareness Month activities
  - Black History Month
  - Asian/Pacific Islander Month
  - Latino Heritage Month
  - Native American Heritage Month

Other: Other duties assigned by MCC Coordinator.

**REQUIRED QUALIFICATIONS:**

- Ability to understand and articulate issues of multiculturalism, cross-cultural communication, racism, sexism, heterosexism, homophobia, classism, ableism, etc.
- Ability to work within the philosophy, mission, and purpose of MCC
- Must possess knowledge and have involvement with Cal Poly's campus life
- Have awareness and knowledge on issues and concerns affecting underrepresented communities and willingness to learn more
- Demonstrated commitment and interest in cross-cultural activities and diversity issues
- Strong interpersonal communication skills
- Comfortable with public speaking and delivering presentations
- Demonstrated ability to work autonomously, multi-task, and manage time effectively
- Enrolled as a Cal Poly student and taking at least one class at Cal Poly
- Must be in good academic and judicial standing
- **Cumulative G.P.A. of 2.2 or higher**

**PREFERRED QUALIFICATIONS:**

- Previous and current coursework in Ethnic, Gender, or Religious Studies or related coursework.
- Currently holds or previously held a leadership position on campus
- Previous or current membership in a culturally-based student organization

**POSITION START AND END DATES OVER ACADEMIC CALENDAR:**

Fall 2009 – **Monday, September 22** through **Friday, December 4.**

Winter 2010 – **Monday, January 4** through **Friday, March 12.**

Spring 2010 – **Monday, March 29** through **Friday, June 4.**

All scheduled academic breaks will be honored.

**Applications are available online, or visit in the Multicultural Center back office.**

**Questions???: Contact [mcc@calpoly.edu](mailto:mcc@calpoly.edu) or call 805.756-1405**

# MultiCultural Center (MCC)

## Diversity Advocate/Student Coordinator Position

<b>Position of interest</b>	
<input type="checkbox"/> Diversity Advocate	<input type="checkbox"/> Outreach Coordinator
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Research/Newsletter Editor/Public Relations
Name	Empl. ID
Email	Phone
# Hours Available	
Class Level	Major

<b>Employment History</b>			
Dates of Employment		Resumes may be included however; the employment portion of the application <i>must be completed.</i>	
From: Mo:	Yr:	Name of Employer	Phone
		Address	
To: Mo:	Yr:	Duties	
		Reason for Leaving	
From: Mo:	Yr:	Name of Employer	Phone
		Address	
To: Mo:	Yr:	Duties	
		Reason for Leaving	
From: Mo:	Yr:	Name of Employer	Phone
		Address	
To: Mo:	Yr:	Duties	
		Reason for Leaving	

Special Training/Additional Qualifications

<b>1. Describe your experience working with students/student organizations.</b>

<b>2. Describe any volunteer or community work you have been involved in.</b>

<b>3. Describe your clerical, editorial and computer experience.</b>

<b>4. Describe your qualifications for this position (list specific skills, e.g. organization, artistic public relations, planning).</b>

<b>5. Describe your motivation for working at the Multicultural Center.</b>

<b>6. State how your abilities will benefit the Multicultural Center.</b>