

Diversity Assistant

Carroll University
OFFICE OF CULTURAL DIVERSITY
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To provide support and assistance to the Director of Cultural Diversity with diversity programs, communication, website management, maintenance of the Diversity Lounge, diversity student organizations, and events.

Duties & Responsibilities:

- Assist with coordinating, confirming, and planning multicultural events throughout the academic year
- Assist with the maintenance of the Diversity Lounge
- Assist with the management of the Youth To Discover (Y2D) mentor program (Carroll students who mentor Waukesha youth)
- Assist with events sponsored by BSU-Black Student Union, LASO-Latin American Student Organization, and Q&A-Queers & Allies, Questions & Answers as needed
- Assist with preparation for the Horizontes en Carroll Pre-College Program
- Assist with any other related duties as assigned

Job Qualifications:

- Sophomore, Junior, or Senior standing
- Must be open-minded and be willing to work with students from different backgrounds

Length of Employment:

- This position will be in effect during the official calendar year for Carroll University – namely 8/24/2011 – 5/13/2012 for the 2011/12 academic year.

Supervisor:

- Yolanda Medina,
262-524-7334