Lehigh University
Office for Equity and Community
Office of Multicultural Affairs - Student Staff Position Description
2018-2019

The **Marketing and Communications Assistant** for the Office of Multicultural Affairs works to develop and create visually exciting flyers for our monthly cultural programming, workshops, support groups and education. These efforts will promote Lehigh's commitment to diversity and inclusion through providing resources and advocacy for students from historically marginalized populations

This position requires a minimum of 8 hours per week and the flexibility to work weeknights and weekends as necessary.

Reports to: Co-supervised by Director of OMA and Associate Director of OMA
Length of Appointment: This position requires a commitment of 7 hours per week. The marketing and communications assistant contract year runs from mid-August through mid-May and is eligible for renewal on a yearly basis.
Work Study Level: Level III
Pay Rate: $9.00/hour

General Responsibilities

Flyer Creation

- Produce eye-catching graphic flyers for cultural programming, workshops, support groups and educational events.
- Think creatively to produce new ideas and concepts.
- Develop and monitor flyer submission form through google document.
- Promote and distribute flyer around campus.

Collaboration

- Attend monthly Office of Multicultural Affairs staff meetings and participate fully in office programs.
- Participate in Office of Diversity, Inclusion, and Equity professional development programs.
- Meet bi-weekly one-on-ones with Director of OMA and Graduate Assistant of OMA.
- Work closely with, but not limited to the social media specialist, photographer, and OMA Staff.

Program Development

- Assist with the planning OMA special programs: Welcome Home & Family Brunch.
- Produce Bulletin Board and Glass display to inform community of cultural programming, workshop etc.
- Think creatively to produce new ideas and concepts for displays.

Administrative Work

- Work in Fast pace work environment.
- Track work responsibilities through student employee “Track it Forward” website & Google Doc.
- Work up to 8 hours per week.

Other duties as assigned

Qualifications

Full-time undergraduate student at Lehigh University

- Creativity and interest in graphic design and flyer creation
- Serve as an ambassador to the Office of Multicultural Affairs
- Dedicated to promote diversity and inclusion efforts at Lehigh University
- Demonstrated knowledge with design websites and software: Canva, Adobe Photoshop, etc.
- Ability to work up to 8 hours per week
- Effective multi-tasking skills
- Ability to function well in and contribute to a professional environment that promotes teamwork, collegiality, communication, and collaboration

How to Apply

- Submit application via the OMA website. Application link is located on the home page.
- Submit application via Handshake job portal.

Contact Information

Dr. Dahlia Hylton, Director for the Office of Multicultural Affairs
dgh217@lehigh.edu
University Center, Suite 208