



Lehigh University
Office of Multicultural Affairs - Student Staff Position Description
2018-2019

The **Programming Assistant(s)** 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 10 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

NOTE: The Office of Multicultural Affairs is seeking two (2) Programming Assistants for the 2018-2019 academic year.

General Responsibilities

Program Development

- Assist in the development and implementation of monthly cultural programming, workshops, and educational support groups.
- Assist with large-scale programming and performance contracting processes.
- Create photography calendar of office, student organized and university sponsored events.
- Manage photo content for photobucket, drive and Instagram page.
- Plan family discussion once per semester.

Collaboration

- Attend monthly Office of Multicultural Affairs staff meetings and participate fully in office 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.
- Assist in developing assessment for multicultural programming.
- Plan collaborative events once per semester with PRIDE Center, Office for Gender Equity, and departments within the Division of Student Affairs.
- Participate in Office of Diversity, Inclusion, and Equity professional development programs.

Administrative Work

- Work in Fast pace work environment.
- Track work responsibilities through student employee "Track it Forward" website & Google Doc.
- Promote and distribute flyer around campus.
- Work up to 10 hours per week.

Other Duties Assigned

Qualifications

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- 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

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