

OMA Graduate Program Coordinator

**Office of Multicultural Affairs
Division of Student Development**

Position Summary

The OMA Graduate Program Coordinator supports the mission and values of the Office of Multicultural Affairs in coordinating efforts to build and maintain a diverse, inclusive, and equitable campus environment. The Graduate Program Coordinator works with members of the university community in a social justice framework to promote the leadership formation, wellness, and success of students from historically underrepresented backgrounds, which includes but is not limited to students of color, LGBTQIA+ students, undocumented students, and students experiencing food and housing insecurity. The Graduate Program Coordinator works with the OMA staff to implement programs and assess progress toward meeting annual goals.

Anticipated Learning Opportunities

- Understand the dynamics of access and equity as it relates to student needs in a diverse student population.
- Understand concepts of power and privilege as it relates to intersectional and complex identities.
- Gain experience in methods for fostering an inclusive campus environment.
- Implement co-curricular student programming exploring identity, diversity, and social justice.
- Collaborate with other divisional and university departments to create opportunities for university constituents to explore diversity, inclusion, and equity and gain a university-wide view of the work of diversity and inclusion.

Essential Responsibilities

Programming & Event Coordination (50%)

- Develop, facilitate, and/or maintain regular programming series offered through OMA such as Student Affinity Groups, Moral Mondays at SU, as well as; Commencement Celebrations such as the Graduating Students of Color Celebration and Lavender Graduation.
- Support students through cohort experiences such as Connections Leadership Program and Costco Scholars.
- Collaborate with community partners on and off campus.

Student Support, Mentorship & Advising (25%)

- Advise and Mentor undergraduate student employees.
- Advise and mentor students of diverse backgrounds and identities on a drop-in basis.
- Develop relationships with various cultural and identity-based student organizations.
- Assist students in need of support and connect them with relevant people and resources.

Food Pantry Support (15%)

- Support services of the On-Campus Food Pantry by staffing, organizing, and tracking pantry during hours of operation.
- Coordinate and facilitate campus programming relevant to class diversity and food insecurity in Higher Education.

Administrative & Other Duties (15%)

- Hold primary responsibility for maintaining an inviting environment in OMA's lounge spaces.
- Actively participate in divisional committees and initiatives.

Anticipated Work Schedule

Average 20hrs/week. GA who supports the Connections Leadership Program will be expected to work above the normal 20 Hour schedule in September as part of immersion. GA support in Food pantry may require evening hours. Evening and Weekend Hours may be expected for specific programs and events.

Minimum Qualifications and Skills

- Demonstrated knowledge of and commitment to social justice issues.
- Show success in mentoring students.
- Demonstrate significant engagement with their own social identities.
- Possess exceptional written and verbal communication skills.
- Have an appreciation and understanding of student development within the context of a Catholic, Jesuit, and comprehensive university.
- Openness and willingness to fully engage with and be challenged by the personal growth of working within a social justice framework.

Preferred Qualifications and Skills

- Familiarity with social networking and graphic design tools (ex. Instagram, Tik Tok, Discord, Canva).
- Prior experience with group facilitation and leadership.

Supervisor Contact Information

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