University of Wisconsin-Parkside
Office of Multicultural Students Affairs (OMSA)
MOSAIC (Motivating Our Students to Advocate for an Inclusive Campus) Program

2021-2022 MOSAIC Educator Position Description

Compensation:

• $10.00 per hour

Hours

• Hours per week: Approximately 5-8 hours per week

Position Description

MOSAIC Educators work toward creating an inclusive environment for students at UW-Parkside by enhancing cultural competency on campus. MOSAIC Educators create and facilitate educational workshops, presentations, and programs focused on social justice, diversity, inclusion, and acceptance.

Supervision

Reports to the Coordinator for Retention Programs

High Impact Practice (HIP) Statement

By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain necessary tools to grow and contribute as professionals.

Position Tasks and Corresponding NACE Career Readiness Competencies

1. Critical Thinking or Problem Solving
   a. Opportunity to develop workshops with a special topic focus (ex: heritage months, current events.)
   b. Internalize and facilitate pre-determined beginning, intermediate, and advanced workshops.
   c. Guide challenging conversations during workshops.
   d. Demonstrate initiative in situations when challenges occur.
   e. Be knowledgeable about campus/community resources and refer students to staff and/or resources (as needed).

2. Oral and Written Communications
   a. Write outline for proposed workshops.
   b. Facilitate and present workshops to students and staff.
   c. Effective interaction and communication with students, staff, faculty, customers and the public.
   d. Generate Ideas and Create Social Media Posts (Facebook, Instagram, Twitter, etc) and contribute to the OMSA Newsletter.
3. **Teamwork and Collaboration**  
   a. Collaborate with team members to create and implement workshops.  
   b. Collaborate with team members to create educational displays.

4. **Leadership**  
   a. Attend a minimum of 1 OMSA program per semester.  
   b. Participate in at least 1 Leadership Workshop per semester hosted by OMSA, Student Support Services, or Campus Activities and Engagement.  
   c. Demonstrate initiative in situations when challenges occur.  
   d. Assess priorities and project deadlines.  
   e. Manage day-to-day responsibilities with limited supervision.  
   f. Demonstrate responsibility following opening/closing procedures with respect to the OMSA office.

5. **Digital Technology**  
   a. Create PowerPoint presentations for workshops.  
   b. Use staff email and outlook calendar.  
   c. Utilize web conferencing programs for virtual workshops. (Ex: Webex, Microsoft Teams, etc.)

6. **Professionalism and Work Ethic**  
   a. Attend all MOSAIC Educator trainings and staff meetings.  
   b. Complete a maximum of 10 hours of office hours per week.  
   c. Complete all logs and other paperwork needed.  
   d. Fill out and submit time sheet.  
   e. Present professional presence in the office and throughout campus as a staff member in the Office of Multicultural Student Affairs.  
   f. Complete 1 performance evaluation per semester with supervisor.  
   g. Maintain confidentiality  
   h. Provide office support including greeting visitors, answering office phone, and other administrative duties in OMSA.

7. **Career Management**  
   a. Attend Bi-Weekly check-in meetings with MOSAIC Program Coordinator throughout the academic year to develop and assess plans for professional goals.

8. **Global and Intercultural Fluency**  
   a. Participate in training about intercultural competency and issues related to equity, diversity, and inclusiveness.
b. Create and facilitate educational workshops, presentations, and programs focused on social justice, diversity, inclusion, and acceptance.

Required Qualifications:

- Must have a cumulative GPA of 2.5
- Must be a sophomore, junior, or senior in good standing with the university.
- Must be flexible with availability of schedule.

Application Process:

Apply online.

- Responses to Essay Questions (listed on MOSAIC Application Form)
- Resume

Candidates who submit a complete application will be contacted about next steps in the selection process.

Questions? Contact the Office of Multicultural Student Affairs at omsa@uwp.edu.