

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](mailto:omsa@uwp.edu).**