

Office of Multicultural Student Affairs
MOSAIC (Motivating Our Students to Advocate for an Inclusive Campus) Program
MOSAIC Educator

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 Received:

Reports to the Multicultural Initiatives Specialist in the Office of Multicultural Student Affairs

Compensation:

- \$12.00 per hour

Hours

- Hours per week: Approximately 5-7 hours per week

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

- 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. Communication

- 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 and contribute to the OMSA Weekly.

3. Teamwork

- a. Collaborate with team members to create and implement workshops.
- b. Collaborate with team members to create educational displays.

4. Leadership

- a. Attend OMSA-sponsored and signature programs.
- b. Participate in Leadership or Professional Development events/workshops.
- 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. Technology

- a. Utilize Microsoft Office Suite for work projects.
- b. Create PowerPoint presentations for workshops.
- c. Use staff email and outlook calendar.

- d. Utilize web conferencing programs for meetings, events and virtual workshops. (Ex: Zoom, Microsoft Teams, etc.)

6. Professionalism

- a. Attend all MOSAIC Educator trainings and staff meetings.
- b. Complete all logs and other paperwork needed.
- c. Fill out and submit time sheet.
- d. Present professional presence in the office and throughout campus as a staff member in the Office of Multicultural Student Affairs.
- e. Maintain confidentiality
- f. Provide office support including greeting visitors, answering office phone, and other administrative duties in OMSA.
- g. Perform other duties as assigned.

7. Career and Self-Development

- a. Attend Bi-Weekly check-in meetings with Multicultural Initiatives Specialist throughout the academic year to develop and assess plans for professional goals.
- b. Complete 1 performance evaluation per year with supervisor.

8. Equity and Inclusion

- 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 commitment to and belief in equity, diversity, and inclusion and student success.
- 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.
- Must make a full academic year commitment as a MOSAIC Educator

Application Process:

Submit the following via the online application:

- MOSAIC Educator Application Form via Handshake
- 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.