

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

**Position Description:**

The MOSAIC Student Coordinator is an experienced student leader that assists with the day-to-day functions in the office and provides necessary support to the MOSAIC peer education program. They complete administrative tasks, send communications, and assist with planning OMSA events and MOSAIC programs/workshops. The MOSAIC Student Coordinator also serves as a resource and liaison for students in the MOSAIC Educator Program, multicultural student organizations, and to the campus community.

**Supervision Received:**

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

**Compensation:**

- \$13.00 per hour

**Hours**

- Hours per week: Approximately 7-10 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. Be a resource and liaison for MOSAIC Educators, UWP students and refer them to valuable campus resources, services, student organizations, etc.
- b. Opportunity to develop workshops with a special topic focus (ex: heritage months, current events.)
- c. Help MOSAIC Educators with strategies for facilitating successful workshops.
- d. Guide challenging conversations during workshops.
- e. Internalize and facilitate pre-determined beginning, intermediate, and advanced workshops.
- f. Demonstrate initiative in situations when challenges occur.

**2. Communication**

- a. Apply strong interpersonal and customer service skills when interacting with students, faculty, staff, etc.
- b. Communicate regularly with Multicultural Initiatives Specialist, reporting on progress, program updates and needs of the MOSAIC Programs
- c. Write workshop proposals and plans for programs.
- d. Assist in facilitating programs and presentations for student staff meetings and events.
- e. Keep student staff aware of information on a consistent basis regarding upcoming events, program updates, important dates, etc.
- f. Generate ideas and create social media posts and contribute to the OMSA Weekly.

**3. Teamwork**

- a. Collaborate with OMSA Professional staff, working groups, and other student staff to create, market, and execute programs.
- b. Collaborate with team members to create and implement workshops.
- c. Collaborate with team members to create educational displays.
- b. Serve as a liaison to multicultural student organizations

#### **4. Leadership**

- a. Attend OMSA-sponsored and signature programs.
- b. Participate in Leadership or Professional Development events/workshops.
- c. Demonstrate responsibility following opening/closing procedures with respect to the OMSA Office
- d. Assess priorities and project deadlines.
- e. Advocate the student experience and serve as a representative for the student perspective.
- f. Create and implement elements of student staff training.

#### **5. Technology**

- a. Utilize Microsoft Office Suite for work projects.
- b. Help create PowerPoint presentations for meetings, trainings, or events.
- c. Use staff email and Outlook calendar.
- d. Utilize web conferencing programs for meetings, events and virtual workshops. (Ex: Zoom, Microsoft Teams, etc.)
- e. Compile, report and analyze data via Qualtrics.
- f. Monitor and maintain OMSA social media accounts and contribute to the OMSA Weekly.

#### **6. Professionalism**

- a. Attend all weekly student staff meetings, training, and other related OMSA meetings.
- b. Clock all work hours on the My UW Portal.
- c. Assist in the recruitment process for student staff and program participants
- d. Provide office support including greeting visitors, answering office phone, and other administrative duties in OMSA.
- e. Present professional presence throughout campus as an employee of the Office of Multicultural Student Affairs
- f. Maintain confidentiality and discretion surrounding student information and privacy.
- g. Perform other duties as assigned.

#### **7. Career and Self-Development**

- a. Attend one-on-one meetings with Multicultural Initiatives Specialist throughout the academic year to develop and assess plans for personal and professional goals.
- b. Manage your time and day-to-day responsibilities with limited supervision.
- c. Complete 1 performance evaluation per year with supervisor.

#### **8. Equity and Inclusion**

- a. Contribute to training surrounding issues related to equity, diversity, and inclusiveness.
- b. Respectfully interact with a diverse community of faculty, staff, co-workers, and students of all cultures, races, ages, genders, sexual orientations and religions.
- c. Participate in training about intercultural competency and issues related to equity, diversity, and inclusiveness.
- d. 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 junior or senior in good standing with the university.
- Must have 1 year of related program or student leadership experience.
- Must be flexible with availability of schedule.
- Must make a full academic year commitment as a MOSAIC Student Coordinator

#### **Application Process:**

Submit the following via the online application:

- MOSAIC Student Coordinator Application Form via Handshake
- Resume

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

**Questions? Contact us at [omsa@uwp.edu](mailto:omsa@uwp.edu) or the Office of Multicultural Student Affairs.**