

**DEPARTMENT OF MULTICULTURAL LIFE ♦ MACALESTER COLLEGE**  
**2012-2013 STUDENT EMPLOYMENT APPLICATION**

Greetings! We are excited that you are considering working with the Department of Multicultural Life (DML). We offer students the opportunity to apply for several positions through a centralized process. Because of this, you will be able to rank and apply for all the positions that interest you. We will do our best to accommodate your preferences while meeting the needs of the DML.

The mission of the Department of Multicultural Life (DML) is to integrate and affirm the peoples, discourses, thoughts, and experiences of marginalized people into the fabric of the Macalester community. The goals of the DML are to identify, assess, and promote social justice for the campus community; create partnerships with academic and administrative departments to infuse multiculturalism through all aspects of campus life; and foster and promote a pluralistic environment that is inclusive of the entire college community.

The Department of Multicultural Life, through the Lealtad-Suzuki Center, the Cultural House, and other initiatives, provides leadership in supporting Macalester's stated purpose "to prepare people to become intellectually vital and productive citizen leaders in a world that includes a multiplicity of cultures, perspectives, and needs." We recognize that campus diversity and close contact among people of different backgrounds often perpetuate conflicts that emanate from the larger society. These events prompt a need for collective responsibility to encourage and maintain an optimal learning environment that honors multiple perspectives and works toward equity and social justice. The Department of Multicultural Life provides leadership to the campus community to help address these concerns with intention, inclusion, and integrity.

Student employees are an integral part to the work of the DML in actualizing these goals. The DML has three areas of student employment: (1) Program Assistants in the *Lealtad-Suzuki Center*, (2) Manager and Program Assistants in the *Cultural House*, and (3) Scholar Mentors in the *Emerging Scholars Program in the Macalester Academic Excellence (MAX) Center*.

Student staff will have many opportunities to work toward social justice and inclusion at Macalester. While each student will be hired to work with a particular area, the DML requires every student staff member to engage fully in department-wide initiatives. In addition, there are **11 student spaces available to live in the Cultural House**. There is a place in the application for you to mark your level of interest in living in the Cultural House.

For more information about the DML and the Lealtad-Suzuki Center, you can review our websites at [www.macalester.edu/multiculturallife](http://www.macalester.edu/multiculturallife).

Please read carefully all of the instructions that follow, and be sure to complete the general application for the DML as well as the specific form(s) for the position(s) for which you are applying.

**IMPORTANT MANDATORY DATES TO REMEMBER!**

**\*A résumé and all application materials must be completed by WEDNESDAY, FEBRUARY 22, 2012.**

**\*All applicants must be available for a group interview on THURS., MARCH 1, 2012, 4:30–6:30PM.**

**\*Spring Orientation for selected student staff will take place on THURS., APRIL 26, 2012, 4:30–6:30PM.**

**\*New Student Staff must return to campus no later than AUGUST 26, 2012 for mandatory Fall Training.**

In order to be an effective addition to the Department of Multicultural Life, student applicants should possess the following eligibility requirements and expectations:

### **Eligibility**

- Be in good academic standing with the college
- Be active in the Macalester community
- Have experience with multicultural education and social justice work
- Not be committed to being an RA

### **Expectations**

- Strong oral and written communication skills
- Ability to work both autonomously and collaboratively with a staff team
- Demonstrate leadership and initiative
- Willingness to accept new challenges
- Project management skills
- Detail-oriented
- Attendance at all staff trainings and meetings
- Assist in programming initiatives
- Basic computer skills
- Responsible and self-motivated
- Maintain ongoing communication with supervisors through regular contact (i.e., e-mail, phone)
- Act as an ambassador for the Department of Multicultural Life both on and off campus
- Responsible stewarding of the Cultural House

All of the positions within the Department of Multicultural Life offer excellent opportunities to develop skills in leadership, facilitation, program planning, event coordination, and time management.

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The following positions are available within the DML for 2012-2013:

### **1. Lealtad-Suzuki Center Program Assistant (Hourly - Average 8-10 hours/week)**

Students in this position will assist in the development of programs and workshops to increase the multicultural awareness, knowledge, and skills of Macalester students and to create an inclusive campus community. Students in this position will also provide outreach and collaboration with other departments, residence life staff, and student organizations. LSC program assistants will help increase campus awareness of multicultural issues, programs, and resources.

### **Qualifications**

- Knowledge of Lealtad-Suzuki Center programs
- Experience with receptionist duties (i.e., answering calls, filing, scheduling appointments, etc.)
- Experience with newsletter design and editing
- Experience with facilitation, program planning, and event coordination
- Experience working collaboratively with others
- Knowledge of Macalester College resources and services
- Proficiency in Microsoft Office software

## **Job Responsibilities**

- Initiate, coordinate, and assist with the signature programs of the Lealtad-Suzuki Center
- Assist with the coordination of the department's newsletter
- Develop creative publicity to market Lealtad-Suzuki Center events
- Attend Lealtad-Suzuki Center events
- Perform front desk functions (schedule appointments and other receptionist duties)
- Promote student awareness and participation in multicultural programs and services
- Update and maintain departmental resources
- Work in collaboration with the Cultural House Staff, ESP Scholar Mentors, Cultural Organizations, Department of Multicultural Life, and community groups to provide students opportunities to engage in dialogue and conversation across cultural differences
- Participate in Department of Multicultural Life events
- Other duties as assigned

## **2. Cultural House Manager (Hourly - Average 20 hours/week)**

The Cultural House Manager assists the Department of Multicultural Life to fulfill its mission through the programmatic and residential components of the Cultural House. This position is a live-in position for an entire academic year. The Cultural House Manager is responsible for providing leadership to ensure the Cultural House is a safe and welcoming space for students, faculty, and staff from diverse backgrounds and participates in planning Cultural House programs. The Manager also assists in developing the Cultural House as an intentional community living space for residents.

### **Qualifications**

- Strong facilitation and communication skills
- Knowledge of Cultural House mission and programs
- Knowledge of Macalester College policies, resources, and services
- Program management and event planning
- Proficiency in Microsoft Office software

### **Job Responsibilities**

- Provide leadership in house supervision and oversee house maintenance
- Assist with the set-up of the Cultural House for residents
- Facilitate weekly house meetings, develop a residential community, and address residents' concerns
- Communicate with Assistant Director of LSC regarding use of the C-House, residential concerns, and general activity in the house
- Ensure a high standard of living in the Cultural House
- Address infractions that occur in the Cultural House
- Monitor the reservation process to ensure accurate records and event needs
- Plan and publicize programs of the Cultural House
- Participate in and be present at Cultural House events
- Work in collaboration with the LSC and C-House Program Assistants, ESP Scholar Mentors, Cultural Organizations, Department of Multicultural Life, and community groups to provide students opportunities to engage in dialogue and conversation across cultural differences
- Other duties as assigned

## **3. Cultural House Program Assistant (Hourly - Average 8 hours/week)**

Cultural House Program Assistants play a central role in the planning and execution of events sponsored by the Department of Multicultural Life and are responsible for providing leadership to ensure the Cultural House is a safe and welcoming space for students, faculty, and staff from diverse backgrounds.

## **Qualifications**

- Knowledge of Cultural House mission and programs
- Knowledge of Macalester College policies, resources, and services
- Program management and event planning
- Experience working on or leading a collaborative team
- Proficiency in Microsoft Office software

## **Job Responsibilities**

- Work with the Cultural House Manager to monitor the reservation process and serve “on duty” one night each week, plus rotating Fridays
- Monitor and assist in the upkeep of the house
- Address infractions that occur in the Cultural House
- Assist in planning Cultural House programs
- Participate in and be present at Cultural House events
- Work in collaboration with the LSC Program Assistants, ESP Scholar Mentors, Cultural Organizations, Department of Multicultural Life, and community groups to provide students opportunities to engage in dialogue and conversation across cultural differences
- Other duties as assigned

## **4. Emerging Scholars Program Mentor (Hourly - Average 5-8 hours/week)**

As a part of the Emerging Scholars Program (ESP), Scholar Mentors assist historically underrepresented first-year students with the transition to college life at Macalester. Special emphasis is placed on academic enhancement, community and identity development, and preparation for future internship and scholarship opportunities. Our primary goal is to facilitate and encourage collegiality among first-year scholars, which is achieved through individual and small group interactions, reflection circles, group meetings, and monthly colloquiums. ESP mentors collaborate with other student services and academic departments to ensure these objectives are met.

## **Qualifications**

- Maintain minimum cumulative GPA of 3.0
- Understanding of effective learning strategies
- Strong interpersonal skills
- Creativity in assessing and meeting the academic and life needs of ESP mentees
- Cultural sensitivity
- Knowledge of the MAX Center and other campus resources

## **Job Responsibilities**

- Attend all reflection circles, group meetings, and monthly colloquiums
- Engage in weekly contact with assigned mentees
- Work closely with assigned staff mentor to enhance mentoring skills
- Provide mentoring and guidance to ESP mentees
- Develop and implement activities that assist mentees with the transition to college
- Work in collaboration with the LSC Program Assistants, C-House Staff, Cultural Organizations, Department of Multicultural Life, and community groups to provide students opportunities to engage in dialogue and conversation across cultural differences

## **To Apply for DML Student Staff Position(s):**

1. Complete the online application at <http://webapps.macalester.edu/forms/dml/apply.cfm> by Wednesday, February 22, 2012.
2. Email a copy of your résumé to [benwahoud@macalester.edu](mailto:benwahoud@macalester.edu) by Wednesday, February 22, 2012.
3. Questions? Please call the DML at x6243 or email [benwahoud@macalester.edu](mailto:benwahoud@macalester.edu).