Rate of Pay: $12.50/hour

Location: Student Success-Office of Equity and Inclusion

Supervisor: Jen Rancour, Campus Diversity Officer

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Provide general assistance to the Equity and Inclusion Committee by working directly with the Campus Diversity Officer. Projects include but not limited to: participating as a student representative at the committee level, committee support as role of notetaker, help and participate in planning equity and inclusion activities, and contribute in events and awareness campaigns to support a positive campus culture.

Required Skills / Job Qualifications: Must have a strong desire to learn equity and inclusion principles. Must be willing take initiative, communicate effectively, and participate widely.

Learning Objectives: The following objectives outline in detail characteristics that will be assessed through a performance evaluation at the end of each semester. Evaluators to include the Campus Diversity Officer and two members of the Equity and Inclusion Committee.

- **Self-Awareness**: Learn initiative, continuous improvement, dependability, professionalism.
- **Resourcefulness**: Learn job knowledge, skill and a high quality of work including communication, customer service, safety and security.
- **Community Engagement**: Learn cooperation, teamwork, mutual respect and equity.

If you are interested in this position, please email the following items to Jen Rancour at jen.rancour@pine.edu, with “Student Employment” in the subject line.

- Hours you are available to work
- Contact information and best way to reach you
- Previous work experience

*Most positions are August—May, with the possibility to work over Summer break. **Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.