## **Job Description**

**Title: College –** Cultural Programming Student Assistant

**Student Supervisor: Ashlynn King, Director of Student Life**

**Hiring Manager: Ashlynn King - ashlynn.king@salem.edu**

**Position Status: *Part-Time***

**Classification: Non-Exempt**

**Reviewed/Revised: *June 2024***

**$9.00 per hour for up to 10 hours per week for a maximum of 10 weeks per semester**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

## **Position Summary**

To assist with the work of the Center for Diversity and Inclusiveness in their cultural activities and operations.

The Center for Diversity and Inclusiveness collaborates with students, faculty, administrators, staff, and student organizations on programs and initiatives designed for Salem College’s richly diverse student population. The Center will provide programs and services that support the College’s core values of learning grounded in community and responsibility to self and the world—the tenets of a community that values diversity and social justice and is dedicated to cultivating a climate of awareness, understanding, respect, and inclusiveness for all individuals and groups.

***Essential Duties and Responsibilities***

* Offer support with organizing and planning programs, creating flyers & posters, disseminating communications and announcements
* Perform some archival and scholarly research related to diversity and inclusion heritage months
* Create monthly newsletters
* Assist with providing resources to students
* Assist with monthly heritage month celebration planning and logistics
* Assist with social media postings & monitoring
* Run errands
* Other duties as assigned

***Required Qualifications***

* Acceptance of our diverse community
* Openness to the multiple identities reflected in our community. Some examples might include race, class, gender, sexual orientation, gender identity, religion, political ideology, physical ability, national origin etc.
* Good office etiquette
* Confidentiality
* Honesty
* Reliability
* Innovation
* Strong written and verbal communication skills
* Punctuality
* Motivation and Initiative

**Physical Functions**

While performing the responsibilities of the **Cultural Programming Student Assistant** the employee is required to sit for varying lengths of time; bend, squat, reach, lift, push, and pull up to 50 pounds to 70% of the time; regularly stand, walk, and kneel and regularly ascend/descend stairs; physically able to operate the equipment required to perform duties; ability to lift heavy objects, climb ladders, and work at heights; work in an indoor/outdoor environment subject to changing temperatures; Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions; work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises, perceive sounds at normal speaking levels with or without correction, and receive detailed information through oral communication; express and exchange ideas by means of spoken word.

*Salem College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.*

*Print Name Employee Signature Date*