

Multicultural Student Affairs Student Coordinator

Position: Student Coordinator

Hours: Range from Monday - Friday 9am - 5pm with some nights and weekends.

Recruitment: All students are encouraged to apply. Students with work study or who anticipate work study are encouraged to apply and note such in their application materials.

Applications: To apply, please complete the [CCC Student Staff Application Form](#)

Compensation: Payment is \$10 per hour. Increases \$0.50 for every year following.

The NC State University Multicultural Student Affairs Center is a part of the Office for Institutional Equity and Diversity (OIED) and located in Talley Student Union (4th floor). Multicultural Student Affairs strives to enhance the success of underrepresented and underserved students through advocacy, community-building efforts, and leadership development. Through impactful and intersectional programming, we also increase campus awareness around equity and social justice while affirming and celebrating the identities of the students we serve.

Minimum Qualifications:

- Currently enrolled student at NC State University
- Have a cumulative GPA of 2.5 or higher
- Be in good standing with the university
- Demonstrate the ability to work effectively with a diverse group of people
- Demonstrate critical thinking and problem-solving skills
- Strong verbal and written communication skills
- Strong interpersonal skills
- Ability to work in an environment with frequent interruptions

Possible Responsibilities :

- Provide support for office staff by answering phone calls, staffing the reception area and performing other office tasks
- Assist in keeping the office clean and organized
- Provide excellent service to all campus partners and community members
- Attend regular student coordinator staff meetings
- Coordinate content for Multicultural Student Affairs social media platforms (Instagram, Facebook, and Twitter) and website
- Assist in the development of Marketing and Communication for MSA
- Assist in the coordination of the MSA Volunteer Ambassador Program
- Assist in the development of assessment measures for MSA programs and initiatives
- Serve as a knowledgeable resource about MSA programs and services
- Assist in the planning and coordination of Cultural Heritage Months
- Other duties as assigned

