Multicultural Resource Center

**MRC Administrative Organization & Marketing Program Assistant**

**Job Summary:**
The MRC Administrative Organization and Marketing Program Assistant (MRC PA) will assist the MRC Assistant Director with organizing and developing MRC office initiatives and training undergraduate interns and volunteers, oversee the scheduling of MRC Interns shifts, MRC meetings and events. The MRC PA will also assist with supervision of MRC marketing interns as well as support marketing and communications related projects for the MRC. Lastly, the MRC PA will gain experience in office and event management, cultural competency, facilitation, and social media.

**Hours and Compensation:**
- The PA will work 15-20 hours a week beginning January 21st or as soon as reasonably possible.
- The position is paid $13.25 an hour for up to $4,664 per semester.

**Duties and Responsibilities:**
The duties and responsibilities of the MRC PA shall include, but not be limited to, the following:
- Assist with planning and coordination of diversity programming
- Assist with organizing and training undergraduate interns
- Manage MRC Culture Connects Volunteer Program
- Support and supervise MRC Interns in the areas of public relations, marketing, publications, graphic design, social media, photography, and content management/web design.
- Attend phase 1 and phase 2 cultural competency training; become a cultural competency workshop facilitator
- Conduct assessments, research and benchmarking surveys as needed
- Attend regular supervision and staff meetings; review literature as provided
- Perform other duties assigned by the Multicultural Resource Center staff, as requested

**Supervision:**
The MRC Assistant Director directly supervises the MRC Program Assistant. However, the MRC Director or other Division of Diversity, Equity and Inclusion staff may direct some position responsibilities.

**Preferred Skills and Eligibility:**
- Must have a bachelors degree or be enrolled as a graduate student
- Excellent customer service and communication skills
- Knowledgeable about Binghamton University, Binghamton University Student Association, and/or cultural student leaders and student organizations and their general operations
- Experience in marketing, social media, logistics and event planning
- Proficient in Microsoft Word, Excel, Google documents, Adobe Creative Suite (Photoshop, Illustrator and Indesign) and social media platforms
- Some night and weekend hours are required
- Students enrolled in a MBA, Accounting, MPA, CCPA PhD or Student Affairs Administration programs are strongly encouraged to apply

Contact Tanyah Barnes, interim MRC assistant director, at (607) 777-3654 or e-mail tbarnes@binghamton.edu if you have any additional questions.