Job Summary:
The University Educational Institute Program Assistant (Udiversity PA) will help the Office of Diversity, Equity and Inclusion in development of Udiversity Educational Institute and its programs, trainings and initiatives. Udiversity PA may assist in program and policy research, workshops and training, community building and identity development, as well as offering educational opportunities for the Binghamton University campus on a wide range of diversity, equity or inclusion issues.

Hours and Compensation:
• The Program Assistant will work 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 Udiversity PA shall include, but not be limited to, the following:
• Attend phase 1 and phase 2 cultural competency training; become a cultural competency and diversity workshop facilitator
• Assist with development of Udiversity Educational workshops, training modules and resource materials
• Conduct assessments, research and benchmarking surveys as needed
• Attend regular supervision and staff meetings; review literature as provided
• Attend conferences and educational events as needed
• Perform other duties assigned by the Associate Chief Diversity Officer or Division of Diversity, Equity and Inclusion Staff, as requested.

Supervision:
The Associate Chief Diversity Officer directly supervises the University Educational Institute Program Assistant. However, 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 diversity, cultural competency, and inclusion issues
• Interest in learning diversity issues and educating others
• Experience in event planning, training, and marketing
• Proficient in Microsoft Word, Excel, Google documents, and social media platforms
• Some night and weekend hours are required
• Graduate Students enrolled in Sociology, Psychology, Women, Gender and Sexuality Studies, MPA or Student Affairs Administration programs are strongly preferred

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