

Non-Traditional Student Part-Time Position Application

Applicant Information:

Last Name _____ First Name _____ MI _____

Local Address _____

City _____ State _____ Zip _____

Cell Phone _____

ASU Email Address _____@smail.astate.edu

ASU Student ID _____

Major _____ Expected Graduation Date _____

If hired, I give the Multicultural Center permission to access my grades.

Signed _____ Date _____

Please return this application along with your resume to Dr. Evette Allen in the Multicultural Center (located on the third floor of the Student Union). If you have any questions, please contact 870-680-4052 or email astatemc@astate.edu

**The Multicultural Center does not discriminate on the basis of race, color, creed, gender, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.*

The Multicultural Center
Student Union, 3rd Floor, Suite 3003

Position: Non-Traditional Student Part-Time Worker

Contact Person: Dr. Evette Allen, Director of the Multicultural Center
evallen@astate.edu

Summary Job Function: The Multicultural Center Non-Traditional Student Representative will assist in the development and coordination Non-traditional programs and services for the university community in conjunction with the rest of the office staff. In addition, the student will promote multicultural education and programming for students, faculty and staff with information on and referral to campus and community resources.

Position Description:

Programming:

- Assist with the development of social, educational and cultural programming for Non-traditional students;
 - Coordinate the monthly Non-Trad Panel discussions
 - Attend NTSO meetings and events
 - Coordinate the bi-annual Non-Trad Fest in the Fall and Spring semesters
 - Other program ideas as assigned or brainstormed
- Assess the needs of non-traditional student and design programs to address those needs;
- Provide support to nontraditional students and the non-traditional student organization;
- Research strategies for retaining non-traditional students;
- Collaborate with student groups to develop activities;
- Work collaboratively with academic units, student organizations, and university departments to enhance programming;
- Assist Director in contacting and scheduling exhibitors. This includes promotion, set-up and take-down of exhibits;
- Serve as liaison to non-traditional students;
- And other duties as assigned

Clerical:

- Assist with front desk tasks as needed (see training manual)
- Greet guests of the Multicultural Center and Non-Traditional Student Services Lounge and ensure they swipe their card
- Answer phones and check email
- Assist with other administrative tasks, as needed

Leadership Development

- Willingness to learn about self and working with others (i.e. Use project assignments to enhance skills in team work and communication).
- Meet with the MC Director regularly to discuss strengths, areas of improvement, and overall skill development.

Position Requirements:

- Experience with student activities, student organizations, and program planning.
- Must have strong project management skills, organizational skills, collaborative spirit, and be culturally competent.
- Maintain a 2.50 GPA
- Maintain good conduct standing
- Maintain 10 office hours each week split between the multicultural center and the Non-traditional student lounge
- Work August 20, 2018-May 1, 2019
- Desire to actively improve project management skills, organizational skills, collaborative spirit, and be cultural competence.