NYU CMEP’s Mission: NYU CMEP enhances the NYU experience by fostering a more inclusive, aware and socially just community. CMEP accomplishes this by:
• Fostering DIALOGUE that explores issues of identity, diversity and social justice
• Supporting the diverse NYU COMMUNITY in their personal, professional and academic lives
• Creating educational initiatives and campus-wide programming that ENGAGE the NYU community
• Cultivating allies and advocates to create and promote positive CHANGE

Position Description: As a Graduate Student Employee for CMEP, responsibilities will primarily be focused around CMEP’s initiatives, which involve diversity education and social justice programming. Responsibilities for this position include:
• Coordinating the Meals with Monroe Program, including managing the registration, publicity, set up and attendance of a monthly student engagement program
• Assisting with the design, implementation and evaluation of marquee diversity programs
• Writing and editing remarks, emails, letters and various communications, and developing professional presentations
• Maintaining detailed budget records and tracking spend throughout the fiscal year
• Supporting with the coordination of campus-wide programming, including World Tour, MLK Week, and Ally Week
• Coordinating meetings and helping to maintain a calendar
• Facilitating diversity and social justice trainings on an as needed basis

Skill Requirements: This position requires an individual who possesses experience with and/or understanding of the unique needs and concerns of students from diverse backgrounds, strong interpersonal skills, a desire to work closely with professional staff and students, strong organizational skills, and self-motivation. Computer proficiency required. Strong writing, professional communication skills are required. Candidate must have experience developing professional presentation decks using Powerpoint and/or other programs, such as Keynote. Passion for social justice is a must. Writing samples may be requested.

Compensation: 20 hours per week at $20.00/hour. Graduate Student Employees also have access to professional development funding and opportunities on and off campus. CMEP offers a dynamic, engaging and humorous work environment, guided by a social justice lens.

Start Date: Graduate Student Employee should be prepared to start Monday, August 10, 2015.

Contact Information: Selima Jumarali, Assistant Director
Center for Multicultural Education and Programs | New York University
60 Washington Square South, Suite 806, New York, NY 10012
212.998.4324 (voice) | 212.995.3134 (fax) | selima@nyu.edu