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:

- Creatively visioning and implementing additional graduate student programming and coordinating the Graduate Student of Color Dinner Series and Graduate Student of Color Socials
- Tracking budget related to the above programming and processing payments and reimbursements
- Outreaching to offices, departments and graduate student clubs and organizations to partner on programming, acquire cosponsors, and market CMEP programming
- Facilitating basic diversity trainings on behalf of CMEP
- Assisting with event coordination for programming that caters to the larger NYU community around current events and hot topics
- Supporting with club advising of undergraduate identity-based, activism-based and/or cultural groups
- Assisting with the coordination of discussion groups, such as Third Culture Kids meet ups, Blurring the Color Lines, Unpacking Whiteness, White Administrators Talk Race, and the Women of Color Collective
- Co-supervising an undergraduate student employee
- Assisting with website updates and social media management

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 and/or presentation skills are a plus. Passion for social justice is a must.

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.

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