
Job Title	Student Inclusion Coordinator
PVN ID	GS-2209-005114
Category	Administrative Services
Location	The GRADUATE CENTER

Department

Status	Part Time
Annual Salary	\$1,261.00
Hour(s) a Week	6.00-10.00
Closing Date	Oct 27, 2022 (Or Until Filled)

General Description

With an entering class of approximately 550 students distributed on campuses across the five boroughs of New York City, Macaulay Honors College student body is split among 8 CUNY senior college campuses, embracing the diversity of New York and represents the best and brightest of our next generation of leaders. Macaulay is a highly selective college where New York's most promising students receive the financial and academic support to realize their leadership potential. Macaulay Honors students receive a uniquely broad, interdisciplinary undergraduate experience that's customized for their interests and abilities. They earn a degree conferred jointly by Macaulay and their home campus.

The Macaulay Diversity Initiative (MDI) is a team of college students working to increase outreach and access to Black and Latinx students, while celebrating all cultures at Macaulay Honors College.

The Student Inclusion Coordinator will support programming for events sponsored by Student Development and MDI officers. The coordinator will also work alongside the Macaulay Admissions team in outreach and recruitment efforts. This Coordinator will work between 6-10 hours per week from October to May.

Other Duties

General Duties-

Event Coordination

- Assist in the planning, coordinating, and execution of Supporting Excellence conference and Diversity Reception, including managing speakers or organization participation
- Work with Student Development, MDI officers, and Alumni Relations in outreach efforts to club leaders, Scholars Council members, alumni, and faculty
- Assist with outreach and coordination for speakers/facilitators
- Manage event attendance lists

- Assist with advertising and promotion of events on social media platforms and student management database as well as printed flyers
- Assist with setup for events including food order preparation, printing materials, and room set up
- Communicate with Executive Assistant to the Dean to ensure Dean is apprised of necessary meetings and details pertinent to annual events
- May assist with other events as needed
- Assist and support in planning and scheduling of Diversity Committee meetings
- Develop recruitment strategy and efforts to increase participation in Macaulay Diversity Initiative membership and events
- Develop surveys and assessments to evaluate efforts of Macaulay Diversity Initiative and the College
- May build reports or presentations on DEI efforts

Recruitment

- Work with Admissions staff in identifying potential feeder high schools for recruitment efforts
- Act as MDI representative on high school visits, follow up with disseminating information about open house opportunities

Qualifications

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The following qualifications are preferred:

- Ability to manage deadlines and work in a fast- paced environment
- Good communications and interpersonal skills
- Some experience working with social media platforms
- Availability to work evening and weekend hours
- A desire to work with college students
- Currently enrolled or affiliated with CUNY system