

New England College

Employment Job Description

Position Title: Community Assistant Division: Student Development	Position #:
Department: Office of Diversity and Inclusion	Category:
Reports to: Director of Diversity and Inclusion	Level: HR Use Only

Position Purpose

In an effort to enhance the undergraduate student experience, the Community Assistant for the Office of Diversity and Inclusion will support the strategic goals of New England College while working in collaboration with faculty, staff, and students. This position would provide an individual with opportunities to develop and/or improve upon the required multicultural competencies needed to serve all students within a higher education setting.

Duties & Responsibilities

- The Community Assistant will assist with the creation and implementation of targeted training and general campus programs (to include but not limited to race, ethnicity, gender, sexuality, class, and International Student Orientation) that support the mission of New England College.
- The Community Assistant will assist with the advocacy, mentorship, and overall support for students from underrepresented groups (racial, ethnic, religious affiliation, LGBTQ, and first-generation).
- The Community Assistant will attend weekly study hours for the Passport First-Year Experience Program.
- Facilitate team-building and leadership development activities for Passport participants.
- Through selected participation on institution committees, the Community Assistant will also be able to hone professional skills required to transform lives within a diverse workforce.
- The Community Assistant will assist in researching retention strategies for retaining underrepresented student populations
- Work a minimum of 25 hours a week

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Position Requirements

Skills & Knowledge	Experience	Education
<ul style="list-style-type: none">• Commitment to values of New England College• Strong oral and written communication skills• Ability to function well in a team and promotes collaboration among colleagues• Availability to work some nights and weekends when needed	<ul style="list-style-type: none">• Experience should include program planning/execution, and mentorship	<ul style="list-style-type: none">• Currently enrolled (or acceptance for enrollment) into a New England College graduate program.