SMC 2020-21 Lead Student Positions
Student Multicultural Center: Fostering Brave and Inclusive Spaces

The Student Multicultural Center, in concert with the Collective and ACE Board, anticipates openings for two student lead positions for next year. Applications are due Friday, April 24, by 9:00 a.m.

**Collective Student Coordinator:**
The Collective is a regular gathering of student leaders from various student cultural clubs and student affinity groups. The Collective helps these groups organize their efforts together, share their common concerns, join their voices, and inform some of the programs and direction of the SMC. The Collective Student Coordinator serves the Collective by organizing meetings, maintaining records and shared information, and communicating on behalf of the Collective or representing the Collective at specific times.

**Cultural Events Chair:**
The Cultural Events Chair works primarily with the SMC, the Collective, and ACE Board, to support and coordinate events with cultural clubs that promote cultural appreciation, nurture understanding of diverse cultural perspectives, and encourage cross-cultural dialogue. The Cultural Events Chair participates in weekly SMC meetings and ACE Board meetings, and communicates regularly with leaders of various cultural student organizations on campus to foster collaboration and develop activities. The Cultural Events Chair should be experienced planning events and be dedicated to promoting a variety of events.

**To apply:**
Answer the following two questions in a document to upload them with your application. Your answers should not exceed a page each. Uploading a resume is optional and not required.

1. Describe a time that you communicated in a manner that did ONE of the following: built a feeling of team; inspired others to help or work harder; avoided confusion and facilitated organization; reduced frustration or hostility; or, helped others learn something quickly or easily.

2. List, describe, and prioritize your weekly commitments (in hours) for courses, homework, co-curricular, recreational, other employment, or hobbies next fall, winter, and spring terms. Discuss the impact this position will have on your time.

Complete the application on the University’s human resources system, Paycom, with the following link: https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=9423&clientkey=ABFDAFED645B6920CFDB8559C078F8A5

Be sure to specify which position(s) you are applying for and apply by Friday, April 24, by 9:00 a.m.

**Full job descriptions for each position are available in this document at**
https://www.pacificu.edu/academics/centers-institutes/student-multicultural-center
 Collective Student Coordinator
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Collective General Description:
The Collective is a regular gathering of student leaders from various student cultural clubs and student affinity groups. The Collective helps these groups organize their efforts together, share their common concerns, join their voices, and inform some of the programs and direction of the SMC.

Collective Student Coordinator General Description:
The Collective Student Coordinator serves the Collective by organizing meetings, maintaining records and shared information, and communicating on behalf of the Collective or representing the Collective at specific times.

Qualifications:
• Comfort and ability to work appropriately with a wide range of people, including students, staff, and faculty, that have diverse experiences and interests in student leadership and cultural student groups.
• Prior experience planning events or meetings.
• Excellent administrative and organizational skills, such as effectively using Google Drive apps and Google Groups.
• Ability to motivate other students, including prior success judging when and how to provide support, offer constructive feedback, or hold team members accountable for the benefit of the larger group.
• Ability to judge when and how to involve other people in making decisions that affect a larger outcome.

Responsibilities:
• Plan and organize regular meetings of the Collective, at least monthly, including assisting in the creation and distribution of agendas for the Collective’s meetings.
• Record, distribute, and maintain minutes of the Collective’s meetings, including appointing a replacement if the Student Coordinator is unable to attend.
• Maintain directories of all Collective member student groups and regular attendees, including maintaining the Collective’s Google Group and email list, and updating any online directory of member student groups’ designated leaders or representatives.
• Organize and curate the Collective’s Google Drive, including maintaining access, organizing folders, and keeping shared documents and resources current.
• Assist in planning and organizing any ad hoc meetings or subcommittees as directed by the Collective, for example, scheduling town halls with specific administrators or special meetings with other Pacific University groups or units.
• Share relevant information deemed valuable by members of the Collective through the Collective’s email list or other mediums.
• Attend and actively participate in weekly SMC student staff meetings. Support SMC's mission.
• Educate other students, faculty, and staff, on the purpose, goals, and current business of the Collective.
• Communicate frequently with all members of Collective, including meeting regularly with the Collective adviser.
• Communicate frequently with all SMC Student Staff, including meeting regularly with supervisor.
• Recruit students to represent their member group and encourage students to attend the Collective, including providing support, guidance, or direction to Collective members as needed.
• Be knowledgeable of and follow relevant University event and record-keeping guidelines and procedures.
• Represent the Collective and SMC on the University Diversity Committee. This requires regular attendance at University Diversity Committee meetings.
• Co-facilitate meetings with various student groups to negotiate and determine the calendaring of events, giving balance to both student interests and realistic resource constraints.
• Regularly check and respond to position-related electronic workflows, e.g., email. Schedule office hours as needed.
• Assist in a process, in consultation with the adviser, to recruit and select the following year's Collective Student Coordinator, providing the incumbent is not seeking re-appointment.
• Attend trainings, conferences, or relevant professional development opportunities as approved.

Requirements:
• Interest, ability, and commitment to perform the duty for one year. These student leads must prioritize this position ahead of other co-curriculars, which precludes holding concurrent similar positions.
• Prior experience participating in the Collective or one of the organizations that regularly attends.
• Be a full-time, undergraduate student in good standing, including maintaining a 2.0 semester and 2.5 cumulative GPA.
• Must return to campus on Tuesday, August 18, for training and participating in Orientation events.
• Participate in transitioning with incumbent executive board members in April or May.

Compensation: Stipend of $2583 prorated during the year, requiring an average of 6.5 hours/week when classes are in session.
Cultural Events Chair
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Cultural Events Chair General Description:
The Cultural Events Chair focuses on the development and support of events that promote cultural appreciation, nurture understanding of diverse cultural perspectives, and encourage cross-cultural dialogue. The Cultural Events Chair develops relationships with student organizations that share similar goals and collaborates with them.

Qualifications:
- Comfort and ability to work appropriately with a wide range of people, including students, staff, and faculty, that have diverse experiences and interests in event planning; and, professional musicians, performers, and contractors.
- Prior experience planning events that require coordinating multiple resources, facilitating and leading meetings, and speaking publicly.
- Ability to motivate other students, including prior success judging when and how to provide support, offer constructive feedback, or hold team members accountable for the benefit of the larger group.
- Demonstrable interest in and awareness of different cultural influences on campus and around campus. Experience fostering cultural understanding through events, programs, or other educational activities.
- Ability to judge when and how to involve other groups in making decisions that affect a large event.

Responsibilities:
- Attend and actively participate in weekly SMC meetings, ACE Board meetings, and Collective meetings. Support the missions of these respective groups. Act as a liaison between these and give attention to stakeholders’ different interests in the process and outcome.
- Collaborate on or lead cultural event committees in cooperation with other cultural student organizations, including facilitating meetings, developing agendas in consultation with advisers, and recruiting volunteers. Plan and execute cultural events that engage the student body. This includes setting goals and evaluating events.
- Develop and maintain budgets for cultural events, in consultation with adviser.
- Manage non-technical aspects of SMC cultural events or appoint a substitute in consultation with the adviser. Non-technical responsibilities include: arranging hospitality for performers and ACE Board event support staff, leading non-technical aspects of event set-up and clean-up, and coordinating crowd-control and ticketing staff as the event requires. There is about one such large event per month on campus. Examples include Around the World, Lunar New Year, and May Day. Since event production is a team effort, ACE Executive Board members attend and assist at other ACE events that they may have not planned.
- Attend meetings of and collaborate regularly with other cultural clubs and the social justice retreat.
- Reach out to student groups that may be interested in working with the SMC to produce cultural events. Provide guidance and support to student leaders in the SMC and other groups to work effectively together.
- Communicate regularly with members of the SMC student staff and ACE Board, including meeting weekly with adviser.
- Provide support, guidance, and direction to event planners in various clubs in the Collective.
- Be knowledgeable of and follow University event guidelines and procedures, and internal SMC and ACE Board practices.
- Co-facilitate meetings with various student groups to negotiate and determine the calendaring of events, giving balance to both student interests and realistic resource constraints.
- Regularly check and respond to position-related electronic workflows, e.g., e-mail. Schedule office hours as needed.

Requirements:
- Interest, ability, and commitment to perform the duty for one year. These student leads must prioritize this position ahead of other co-curriculars, which precludes holding concurrent similar positions.
- Prior experience participating in planning large events on campus, especially cultural events.
- Be a full-time, undergraduate student in good standing, including maintaining a 2.0 semester and 2.5 cumulative GPA.
- Must return to campus on Tuesday, August 18, for training and participating in Orientation events.
- Participate in transitioning and training with incumbent Executive Board members in April or May.

Compensation: Stipend of $2583 prorated during the year, requiring an average of 6.5 hours/week when classes are in session.

ACE Board General Description:
ACE Board develops and supports large-scale, fun activities that engage the student body, including open mic nights, live concerts, touring performers, movies, special events, lectures, and cultural entertainment. ACE Board manages sound, lighting, technical equipment, and contracted services to produce these events and to sponsor and guide other student groups in successful production of similar events. As the custodian for the Student Senate of a large student-fee activity budget and large inventory of student-owned sound equipment, ACE Board supports events that reflect both the general and diverse interests of students.