

WORK-STUDY JOB DESCRIPTION ANNOUNCEMENT
DEI Support Personnel



<i>Job Title</i>	DEI Support Personnel
<i>Department</i>	CCA Cultural Center
<i>Campus & Location</i>	CentreTech, S205
<i>Supervisor</i> Dr. Susan Hua, Marco Vasquez	<i>Phone</i> 303-340-7244; 303-360-4743

General Description

The CCA Cultural Center is a space of gathering, community, and celebration of identity and heritage. The overall purpose of the CCA Cultural Center is to: 1) create a safe, validating gathering space for students of diverse identities, 2) build community among students, faculty, and staff, 3) provide translation and interpretation services, and 4) deliver programs and services designed to increase student engagement and support academic achievement. Through a strong focus on fostering diversity, equity, and inclusion, the Cultural Center will provide educational opportunities, community forums, training and development, advocacy, and supportive services for students and the CCA community. The DEI Support Personnel role is a new work-study position for students designed to support the CCA Cultural Center and its initiatives through providing logistical aid, promoting student engagement, and assisting with programming.

Duties & Responsibilities

- Assist in administrative work, including organizing files, processing paperwork, creating documents, and collaborating on website updates
- Assist in programming, including developing marketing, promoting events, and tabling at both campuses
- Develop and engage with social media efforts to represent the CCA Cultural Center and initiatives
- Research CCA, local, national, and global issues that can inform relevance of diversity, equity, and inclusion (DEI) programming and services
- Research community events in the Denver Metro Area (Denver/Aurora/Centennial) to feature for each heritage month
- Collaborate on developing innovative ways to increase student engagement with DEI initiatives
- Relay community inquiries and requests to Assistant Director and Director of DEI
- Participate in and assist in trainings as needed by the Assistant Director of DEI
- Serve on a schedule with other work-study students to staff the CCA Cultural Center and provide resources and answer questions
- Other duties as assigned

Qualifications

- Currently enrolled and taking courses at the Community College of Aurora
- Awarded work-study
- Demonstrated commitment and engagement with DEI efforts
- Demonstrated innovation in promoting student engagement at CCA
- Exceptional attention to detail with strong communication, customer service, and organizational skills
- Excellent interpersonal, teamwork, and collaboration skills
- Strong writing skills
- Experience with and proficiency in using Microsoft Office Suite, particularly Word, Excel, and Power Point

Number of Hours Per Week

20