

WORK-STUDY POSITION:

**MULTICULTURAL RESOURCE CENTER ASSISTANT**

Number of positions available: Up to 7

Hours per week: Up to 10 hours based on Work Study award (*Some evening and weekend hours may be required.*)

Length of assignment: August 11 until May 10

Location: 062 Elliott University Center

Wage: Starting at \$7.25 per hour

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**Basic Qualifications:**

- Proven customer service and knowledge of proper office etiquette
- Experienced with computers and office equipment
- Must have thorough knowledge of office programs and philosophies in order to answer questions and direct inquiries to proper staff members.

**Personal Characteristics:**

- Must have ability to interact with students, faculty, staff and visitors from diverse backgrounds.
- Must be mature, outgoing, and have a pleasant, positive, welcoming demeanor
- Must have excellent communication and people skills and be willing to speak professionally and unscripted
- Must be detail-oriented, organized, dependable
- Must be flexible, adaptable and willing to work as a team player

**General Duties in the Multicultural Resource Center:**

- Provide coverage at the front desk of the MRC and open and/or close MRC based on scheduling.
- Provide individual and group assistance and information for students, faculty, and staff who visit the MRC.
- Maintain and monitor daily center activity description and attendance sheets and reservation book.
- Assist students, faculty and staff with checking out and checking in library materials.
- Keep all Center items neatly arranged.
- Provide information and assistance for individuals who have reserved the Center for special events.
- Set up MRC-owned equipment and tables and chairs for reserved events when needed.
- Assist with set up of cultural display cases for multicultural themed exhibits twice a semester.
- Assist with promoting and staffing MRC events during the year such as open houses and art exhibitions.
- Assist with recording results of evaluations following events.
- Other errands and duties as needed.

**General Duties as an Office of Multicultural Affairs Representative outside the MRC:**

- Serve as a member of the "Host Team" for OMA events, with duties ranging from serving as emcee, serving as an usher, serving as a greeter, etc.
  - Assist with specialized projects such as certificate and medallion preparation for Scholars Recognition Program and help with set up and ground work needed for events such as hanging decorations, cutting handbills, folding programs, etc.
  - Represent OMA at specialized events such as Welcome Week, Fall Kick Off, Office of Admissions events, Commuter Delis, and SOAR.
  - Represent OMA as promoter and spokes person at general informational presentations, table displays, distributing handbills and brochures and generally providing information about the office and its programs.
  - Take any and every opportunity to talk positively about the office and its staff and encourage friends and classmates to take advantage of what the office offers.
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**Contact Information**

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