

Intercultural Competence and Undoing Racism Student Assistant

Department: ICUR team

Supervisor: Nekeisha Alayna Alexis, ICUR coordinator

Hours: Approximately four hours per week (including occasional evenings and weekends)

Pay: \$10.60/hour

Anticipated start date: Application review begins immediately and will continue until the position is filled.

Summary: The ICUR student assistant supports the work of ICUR coordinator and the ICUR team as they encourage and assist the seminary in its strategic priority of building intercultural competence and undoing racism throughout the institution. The coordinator facilitates the team through the lens of intersectionality and seeks a candidate who wants to understand more deeply the dynamics of racism and/or other forms of oppression; is excited about helping AMBS become more responsive to cultural differences; and is especially interested in working on organizational change. The assistant should be particularly sensitive to the needs of underrepresented groups who are part of our learning community. Availability to work in the position for at least one full academic year is necessary.

Responsibilities and duties:

- Attend monthly team meetings, currently scheduled for every fourth Monday, 3 p.m.
- Attend special occasional meetings such as ICUR faculty candidate conversations
- Take and distribute notes for each team meeting
- Assist the ICUR coordinator in keeping track of action items, deadlines and other tasks as needed, especially in between meetings
- Provide technical support for ICUR Learning Series and Workshops (Zoom, Google Drive folders, etc.) including on occasional evenings and weekends
- Assist in ordering Intercultural Development Inventory assessments and scheduling IDI Feedback Sessions for LEAP and CAPSTONE students, and external clients.
- Coordinate the monthly International Student Coffee and Conversation Meeting, including contacting students, event reservations, and handling related logistics
- Carry out tasks as assigned related to hosting various cultural events such as Martin Luther King Jr. Day, Race and Media Circles, International Student Christmas Gathering and others as needed
- Assist with publicity as needed (emailing announcements@ambs.edu; designing basic digital and print flyers; and other tasks)

- Assist in the ongoing development of policies and practices around undoing systemic racism and oppression, and increasing hospitality toward under-represented groups
- Maintain the ICUR team's bulletin board in consultation with the ICUR coordinator as interest and energy allow

Qualifications and skills:

- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required.
- Prepared to self-motivate and to work independently and with self-direction
- Energized by working with a diverse team
- A positive attitude, flexibility and a desire to learn
- Strong communications skills and excellent organizational and planning skills
- Solid computer skills and familiarity with Google Docs and Microsoft Office

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

*****HR or Student Services Internal Note*****

Date description was written/updated: July 19, 2022