



# i3b Community Desk Evening Manager(s)

***\*Multiple Positions (3+)\****

## Position Overview

**Position Type:** Internship, Hourly, Undergraduate Student, Graduate Student

**UMBCWorks Position ID:** 9329907

**Hiring Manager:** *Coordinator Team with Initiatives for Identity, Inclusion & Belonging*, [i3b@umbc.edu](mailto:i3b@umbc.edu)

**Term:** Year round until June 30, 2022 with ability to renew for the 2022-2023 academic year

**Starting Pay:** \$11.75 an hour with annual increases on the anniversary of your first day, as well as adjustments according to State and Federal minimum wage increases.

**Hours:** 18-20 hours per week, including evening center staffing.

Initiatives for Identity, Inclusion, and Belonging (i3b) is a Division of Student Affairs unit who values radical love & belonging, social justice education & development, and equity & advocacy. i3b's work encompasses The Mosaic (*located in The Commons 2b23*), The Pride Center (*located in The University Center 201D*), and The Gathering Space for Spiritual Well-Being (*located in The Center for Well-Being 103*) on-campus. The i3b Community Desk Evening Manager is directly supervised by the i3b Coordinator Team. The main role of the i3b Community Desk Manager is to engage guests in space logistics, administrative duties, evening community building, and promoting i3b sponsored events. This role is specifically for evening desk staffing from the hours of Monday-Thursday, 5pm-10:15pm, in addition to Wednesdays from 3:00-4:15. You will be a part of the dynamic and collaborative i3b team, including attending i3b student staff meetings and retreat. This means you will also be contributing to the larger work of Inclusive Excellence on-campus through this role!

## General Responsibilities

- Work 18-20 hours per week in the three i3b centers throughout the Fall and Spring semesters, with ability to work during Winter and Summer sessions as well. Must be able to enroll and fulfill all the requirements PRAC102 offered through the Career Center each semester for at least three semesters.
- Staff one of the three i3b centers "front desk" and be a welcoming presence during operating hours. Shifts will be scheduled in mutual agreement with i3b Coordinators and occur during Mondays-Thursdays 5-9:15pm.
- Assist with administrative duties (e.g. space reservations, emails, and organizing and general upkeep of the physical space).
- Market wider i3b initiatives to the UMBC community.
- Meet on a weekly basis with direct supervisor and have one mid-semester and one end of semester review in the fall and spring semester.
- Attend i3b student staff meetings and retreats.
- Act as an ambassador for i3b at cross-campus events and engagements.
- Follow all area regulations within the Code of Conduct. (This is provided during the staff onboarding process).
- Fulfill all other duties and responsibilities as appropriate and assigned by the Director, Associate Director, Coordinators, and/or Graduate Assistant.



## Minimum Qualifications

- Must have a resume approved by Career Center and posted through UMBCWorks.
- Must be able to work with people from all backgrounds and members of all social identity, cultural, ethnic, faith-based and service/social action groups;
- Must have an open mindset and be willing to challenge oneself to further promote UMBC's mission of inclusive excellence with our campus community;
- Must be willing to become, if not already, well-connected to students, faculty, staff, alumni, and other campus resources;
- Must exhibit good written and verbal communication skills;
- Must take initiative and have proactive work habits;
- Must have and maintain a minimum cumulative GPA of 2.5 (semesterly checks will be conducted);
- Must be willing to work in the fall and spring semester for at least 10 hours a week;
- Must be a full-time, matriculating undergraduate or graduate student at UMBC;
- Must be able to commit to a minimum of a full academic semester;
- Must be able to enroll and fulfill all the requirements PRAC 102 offered through the Career Center each semester;
- Demonstrated ability to interact and communicate mindfully in person and online with diverse students, staff, faculty, alumni, and other campus community members.
- Be flexible with schedules depending on relevant programs, events and/or student professional development opportunities; Flexibility to work evening and weekend hours on occasion.
- Must attend all training sessions. Dates are as follows:
  - Saturday & Sunday, October 23rd & 24th

## Preferred Qualifications

- Demonstrated experience with myUMBC, Gmail, Google Drive, Facebook, Adobe InDesign, Instagram, Linktree, Photoshop, and/or Illustrator
- Demonstrated basic knowledge in any of the following areas: the relationship between identity, power, privilege and oppression, intersectionality, social justice-related theories, intergroup dialogue (e.g. Critical Race Theory, Feminist/Womanist Theory, Queer Theory, Social Identity Theory)
- Demonstrated leadership skills and experience through student organization leadership, civic engagement and/or activism
- Have evening availability (i.e. Monday-Thursday, 5:00-9:15p.m.). Students with 3+ evening availability highly desirable
- Have summer and winter availability; and
- Have verbal, spoken, and/or written multilingual skills



## **Additional Terms and Conditions**

- All i3b Student Staff positions are subject to change on a semesterly basis and subject for renewal. Students already hired may switch positions on an annual basis, but is conditional on job performance;
- Performance of each student will be evaluated a minimum of two times per semester and once in the summer and winter (if applicable), and
- Student(s) who do not maintain a GPA above 2.5 for two consecutive semesters will not be considered for contract renewal at the end of the academic year.