

# Carl A. Fields Center Graduate Intern/Assistantship Princeton University

- **Department:** Carl A. Fields Center for Equality & Cultural Understanding
- **Pay Rate:** no payment is offered for this role. However, this may change
- **Time:** Spring 2023
- **Location:** Princeton University Campus /Potential option for some remote hours when needed
- **Start Date:** January 30<sup>th</sup>

## Overview of the Position

The Carl A. Fields Center for Equality + Cultural Understanding is Princeton University's unique cultural center. In the Fields Center, diverse perspectives and experiences of race, class, gender, and intersections are supported, challenged, questioned, and answered.

Under the direction of the Student Transitions & Mentoring Program Coordinator, the Graduate Assistant (GA) will primarily assist with the Princeton University Mentoring Program for students of color and the planning of the five-affinity group cultural graduations.

## Responsibilities

Princeton University Mentoring Program (PUMP) – Peer mentorship program

- Assist with the facilitation, administrative, and organizational needs of the PUMP program
- Support the program coordinator in advising the PUMP leadership board
- Collaborate with the program coordinator in developing strategies to grow and improve the PUMP program
- Assist the program coordinator in the recruitment of new PUMP mentors

CAF Cultural Graduations

- Assist with the administrative and organizational needs for the planning of the cultural graduations
- Collaborate with the program coordinator and campus partners to add a cultural graduation celebration element for graduate students specifically
- Collaborate with the program coordinator in developing strategies to grow and improve the cultural graduations

## Qualifications

- Enrollment in a master's degree program
- Knowledge of diversity and inclusion within the context of higher education
- Ability to work in a multicultural, social justice-oriented community comprised of individuals and groups with a wide array of backgrounds, identities, life experiences, and communication styles
- Strong interpersonal, problem-solving, and communication skills, as well as the ability to manage multiple tasks
- Experience in event planning and educational program development
- Ability to establish and build rapport with others to create productive and supportive relationships with students and professional colleagues