

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 30th

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 Education and Outreach Program Coordinator, the Graduate Assistant (GA) will primarily assist with CAF programming, the diversity and inclusion peer education program on campus, and general heritage month programming.

Responsibilities

Fields Fellows - Diversity, Inclusion, Social Justice Peer Education Program

- Assist with the facilitation of training for the Fields Fellows and other campus partners
- Collaborate and support Fields Fellows in the development of curricula for diversity, inclusion, and social justice-based workshops and education on campus for all students
- Develop a programming and dialogue experience specifically for graduate students
- Assist with graduate student and undergraduate student Fields Fellows recruitment
- Assist with some of the planning and execution of ***Holding Space for Change: Restorative and Transformative Based Justice***, a campus-wide initiative led and curated by the Fields Fellows Program
- Assist with outlining and planning for the cross-university peer to peer based social justice conference/institute
- Co-coordinate and advise the Fields Fellows Storyteller's Series, which is a web-based justice and identity series

CAF Programming - Student Support

- Support and Advise Fields Fellows and CAF interns in Heritage Month Programming and the Cross-Cultural Dinner Series with student organizations on campus
- Oversee the focus group process for the Fields Fellows/CAF interns to help inform assessment and CAF programming efforts

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