**Title:** Student Assistant

**Location:** Student Center, Room 110

**Job Type:** Student Assistant

**Start Date:** ASAP

**Job Description:** Under the direction and supervision of the Director for the Office of Equity and Diversity (OED), student workers will provide general support for the smooth and effective operations of the OED.

**Primary Responsibilities:**
- General office duties, clerical, answering phones, making copies, greeting visitors to the center, maintaining the physical space, etc.
- Coordinating and staffing resource tables
- Maintaining the resource library
- Assist with program coordination and set up

**Qualifications:**
- Familiarity and comfort with social justice and working with marginalized populations, including LGBTQ populations, women and diverse communities of faith.
- Professional, friendly, dependable, patient, able to work independently and collaboratively
- Strong organizational skills
- Skilled in professional communication (written and verbal)
- Skilled with Microsoft Outlook, Word, Excel, Publisher, Photoshop, and email/internet preferred
- Occasional evening and weekend work is expected.

**Application Instructions:**

Email resume and statement of interest to the Director, Dr. Sidney Gardner at gardnersi@mail.montclair.edu.