



**Title** **MOSAIC Graduate Program Coordinator**

**Department** **MOSAIC Center**

The MOSAIC Center is a department within the Student & Campus Life team at Seattle University. The MOSAIC Center creates Meaningful Opportunity for Student Access, Inclusion, and Community at Seattle University. We play a critical role in supporting intercultural learning and development of students. We encourage students to increase their awareness of self and others, and their role in co-creating a more inclusive campus culture by creating an environment that promotes curiosity and learning.

We are invested in the thriving of students from historically minoritized and underrepresented backgrounds, and we do this by:

- Enhancing a sense of belonging & creating opportunities for connection
- Providing social justice education & tools for advocacy
- Providing mentorship & leadership development
- Providing tangible resources & support

At the MOSAIC Center, you'll find specific programs, services, and resources that support the thriving of students of color, LGBTQIA+ students, undocumented students, first-generation students, veterans and military-connected students, commuter students, transfer students, graduate students, and adult learners.

**Position Summary** The **MOSAIC Graduate Program Coordinator** is an essential member of the MOSAIC Center team and supports the mission and goals of the MOSAIC Center by coordinating programs, events, and projects designed to meet the unique needs of our diverse student population. The Graduate Program Coordinator works with members of the university community in a social justice framework and ethos of care to promote retention, wellness, and thriving of students.

**Essential Job Functions**

**Programming & Event Coordination (50%)**

- Develop, facilitate, and/or maintain programs offered through the MOSAIC Center such as BIPOC Lunches, Queer Friendsgiving, First-Gen Day, Transfer Week and various commencement celebrations.
- Collaborate with campus partners

#### Student Support, Mentorship & Advising (30%)

- Advise and mentor Community Ambassadors (MOSAIC Center student employees)
- Advise, mentor, and support students of diverse backgrounds and identities on a drop-in basis
- Develop relationships with cultural and identity-based student clubs

#### Administrative & Other Duties (20%)

- Hold primary responsibility for maintaining welcoming environment in all Link spaces

#### **Minimum Qualifications**

- Demonstrate knowledge of and commitment to serving diverse populations
- Excellent communication skills, both written and oral
- Ability to work well with a team and have a collaborative attitude
- Good project management skills and ability to balance multiple tasks at once
- Ability to take initiative and work independently
- Have an appreciation and understanding of student development within the Jesuit Catholic university context

#### **Anticipated Learning Outcomes**

- Deepen understanding of population specific student needs and concerns
- Deepen knowledge about issues related to college access and equity
- Gain experience in fostering an inclusive campus environment and enhancing sense of belonging for a diverse community of students
- Develop and demonstrate skills in leadership and collaboration
- Establish and enhance professional identity