Job Title Inclusive Excellence Support Personnel, Work-Study

Department Inclusive Excellence

Campus & Location CentreTech or Remote

Supervisor Mike Roderique Phone x4743

General Description

The Office of Inclusive Excellence (IE) is responsible for providing the Community College of Aurora with educational opportunities to deepen and expand our capacity to create more inclusive environments within the college community. The IE Support Personal role is a newer position designed to support the Office of IE and its initiatives through providing logistical aid, promoting student engagement, and assisting with programming.

Duties & Responsibilities

* Assist in IE administration work, including organizing files, processing paperwork, creating documents, and collaborating on IE website updates.
* Assist in IE programming, including developing marketing, promoting events, and supporting virtual programs.
* Research CCA, local, national, and global issues that can inform relevance of IE programming and services.
* Collaborate on developing innovative ways to increase student engagement with CCA IE initiatives.
* Relay community inquiries and requests for training and development to IE Training Coordinator.
* Other duties as assigned

Qualifications

* Currently enrolled and taking courses at the Community College of Aurora
* Awarded work-study
* Demonstrated commitment and engagement with Inclusive Excellence and social justice efforts
* Demonstrated innovation in promoting student engagement at CCA
* Exceptional attention to detail with strong communication, customer service, and organizational skills
* Excellent interpersonal, teamwork, and collaboration skills
* Strong writing skills
* Experience with and proficiency in using Microsoft Office Suite, particularly Word, Excel, and Power Point.

Number of Hours Per Week 10-20