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| MSU-logo-2001 | JOB DESCRIPTION  Part Time Staff |

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| **Position Title:** | **Diversity Services - Bridges Coordinator** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | Diversity Services Director |
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| **Remuneration:** | B3 |
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| **Hours of Work:** | 8-10 hours per week |

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| **General Scope of Duties** |
| The Bridges Coordinator is responsible for the management of the space and the cafeteria to foster a more inclusive environment in collaboration with Hospitality Services. As well, they are responsible for fostering an inclusive environment in collaboration with Hospitality Services. Ensure that Bridges Café celebrates cultural and religious days with special related food options. Furthermore, the Bridges Coordinator is responsible for helping to organize a variety of events that foster and promote an inclusive and diverse campus. Finally, the Coordinator will also be responsible for advertising and promoting the cafe on campus. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 40% | * Responsible for the daily operation of the Bridges safe space * Make every effort (in cooperation with Hospitality Services) to provide foods that celebrate cultural and religious holidays. * Enforcing the rules and regulations of the Bridges Cafe * Cultivate the café space to be an inclusive and diverse environment * Organize events in the space that promote diversity, multiculturalism, etc * Operate the AV equipment for events in the space |
| Financial & Budgeting Function | 5% | * Inform Diversity Services Director Assistant Director of any and all potential expenses related to the committee * Retain financial information to receive reimbursement from the Diversity Services Director * Develop a budget for the space alongside the Diversity Services Director |
| Communications Function | 25% | * Work collaboratively with the other Pillars of Diversity Services * Communicate frequently with the Diversity Services Director, Assistant Director and the Pillar Coordinators * Interact with others in the MSU, clubs, University, and surrounding community * Communicate with parties interested in using the space in a professional manner * Prepare for submission, in conjunction with the Diversity Services Director, a detailed year plan (summer) and end of year report (March) |
| Advertising & Promotions Function | 25% | * Utilize appropriate MSU departments in conjunction with the Promotions Coordinator to promote the café and its use * Assist booking groups in the promotion of events held in the space |
| Other | 5% | * Participate in transition with the outgoing Bridges Coordinator and provide transition for the incoming Bridges Coordinator * Support and attend Diversity events |

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| **Knowledge, Skills and Abilities** |
| * Knowledge of various cultures, practices, holidays, and foods * Organizational skills in order to deal with dividing space and ensuring that everyone is involved in the café * Leadership abilities for coordinating activities * Public speaking skills an asset in order to facilitate meetings and deliver information in a clear and concise manner * Ability to communicate effectively and efficiently * Event planning skills are an asset * Strong interpersonal skills when dealing with conflict resolution and mediation |

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| **Effort & Responsibility** |
| * Responsible for the success of events within the café * Responsible for answering any questions people may have about the café, food, space, etc |

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| **Working Conditions** |
| * Shared office space * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Previous experience in diversity / multicultural issues is an asset * Participation in all Diversity Services Training sessions required (provided) * Experience in Word, Excel, PowerPoint, E-mail, and business machines is an asset |

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| **Equipment** |
| * Use of shared computer, telephone resources, and administrative support |