



# Service and Mentorship Engagement (SaME)

## Job Description

### Position Description

The Center for Cultural & Inclusive Excellence provides transformative leadership in creating a learning environment that is equitable, inclusive and celebrates all identities. In commitment to increasing social consciousness, the Center for Cultural & Inclusive Excellence educates through a diversity and social justice lens, empowers students as social change agents, and dismantles institutional oppression.

The Service and Mentorship Engagement (SaME) consultant is a part-time hourly paid position that works closely with the Mentorship Programs Leader Advisor in the Center of Cultural and Inclusive Excellence. SaME team will also work closely with campus partners, community organizations, and most importantly diverse student leaders.

The Service and Mentorship Engagement consultants incorporate student mentorship and service-learning by providing students community engagement activities, one-on-one mentoring, and various student leadership development. Through an intentional mentorship and programming that is culturally inclusive and responsive, the SaME team will Affirm intersectional identities, Build supporting communities, and Cultivate leadership (ABC) in our diverse population at Highline College.

Students who have mentorship, college experience, and community service will be given priority to this student leadership position. Eagerness to learn and work with a diverse student population is a must for the position to be successful.

### Duties and Responsibilities

#### Peer Mentorship Program

- Recruiting peer mentors and peer mentees to enhance student engagement and retention.
- Working with a diverse group of peer mentees (3-5 per mentor.)
- Setting one-on-one meetings with peer mentees.
- Planning quarterly outreach and CCIE Peer Mentorship Program Social.
- Utilizing Peer Mentorship Program forms.
- Quarterly evaluation of Peer Mentorship Program.

#### Service Learning

- Working as a team to brainstorm and plan monthly community service opportunities.
- Organizing quarterly drives.
- Following CLS, CCIE, and campus guidelines, policies, and procedures.
- Collaborating with campus partners for possible service programming.
- Helping promote off-campus partners and organizations.
- Assisting with Service Fair during ThunderWeek.

#### Other Duties

- Checking work email.
- Answering the phone calls and responding to any questions from students, staff & faculty.
- Greeting all visitors and guests to The Center (CCIE/CLS)
- Scheduling appointments with fellow students and campus partners.
- Assisting in office projects as assigned by any professional staff members.

- Collaborating with the MOD team to develop accessible marketing and outreach materials for all of the events and programs.
- Attending all one-on-one meetings with Advisor and team meetings.
- Participating in a quarterly reflective evaluation to help identify leadership strengths and challenges during the duration of the position.

### CORE Team

- Planning and participating in CORE staff projects and tasks.
- Attending all required training for professional development
- Attending and participate actively at all CCIE Signature Weeks (LGBTQIA+ Week, Disability Awareness Week, MLK Week & Unity Week) and CLS events.
- Actively participating in CONNECT Program.
- Facilitating and preparing for CORE Staff meetings (Mondays 4 pm-5 pm)
- Recruiting and actively engaging prospective students into leadership opportunities and involvement with the Center for Cultural & Inclusive Excellence and Center for Leadership & Service.
- Maintaining a welcoming, vibrant, and clean office environment that centers students' identities.

### Preferred Qualifications

Ideal candidates will possess the following:

- Have at least 2 quarters of college experience and working with campus resources.
- Familiarity with Highline College campus.
- A commitment to diversity and creating an inclusive environment at Highline College.
- Ability to mentor and lead others effectively.
- Able to work collaboratively with students, staff and faculty, and campus partners.
- Willingness to learn and grow as a student leader working with a diverse team.

### Required Qualifications

- Registered for at least six college credits every quarter.
- A cumulative GPA of at least 2.5 or higher.
- Able to work 15 hours per week. This position pays minimum wage.
- Working from Fall 2021 - Spring 2022.

### Competencies:

- Knowledge and intermediate skills in Microsoft Office Suite;
- Ability to maintain strong professional and ethical standards;
- Able to problem solve and think independently; and
- Able to manage multiple tasks effectively.