

Work Study Job

Job Title:	Project Baldwin: South - Work Study	Department:	Center for Equity, Inclusion, and Diversity
Hourly Rate:	\$19.97	Supervisor:	Julius Lloyd

Job Description

Role and Responsibilities

Project Baldwin is a mentorship initiative at Seattle Colleges to boost completion and transfer outcomes for Black, Latinx, Native American, and Asian Pacific Islander males. The Project Baldwin: South - Work Study will support the below:

- Marketing and outreach- using Microsoft Publisher, PowerPoint, Zoom, Teams, Outlook
- EDIC- attend and participate in EDI team meetings
- Data Collection and Entry- input data into Excel such as CEID/Project Baldwin feedback, course information, and any additional information
- Events- help organize, lead, and participate in CEID team events, schedule rooms as needed in 25 live system
- Plan/lead evening and/or weekend events as needed
- Leadership – promote diversity and equity in all activities and projects, act as a public face of Project Baldwin South Men of Color
- Reporting- develop tracking system for Project Baldwin men of color initiatives attendance and create monthly reports
- Note taking- take and distribute notes for meetings as needed
- Other relevant duties as assigned

Educational Benefits

Project Baldwin Work Study will have the opportunity to engage with community partners who are interested in Project Baldwin and want to learn more about the student experience. These partners may include current and prospective donors, politicians, local organizations, and college and university leadership. Project Baldwin Work Study students are students who are excited to share their experience with partners. Students in this role will receive student leadership training, networking opportunities, and campus resource guidance.

Preferred Skills

- Must demonstrate written and oral communication skills, including proficiency in speaking and writing English.
- Must demonstrate the desire to be a leader on campus and interest in advocating for diversity, equity, and inclusion
- Leadership experience
- Knowledge of campus resources

Applications Accepted By:

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