POSITION:
LEADS Coordinator Graduate Intern
Unity Multicultural Education Center (UMEC) Gonzaga University, Spokane, Washington
This position pays $15.00/hour with an average part-time workload of 15 hours a week

GENERAL DESCRIPTION:
This position’s primary function is to assist with facilitating and coordinating Gonzaga’s LEADS (Leadership, Education, Academic Development and Success Skills) Mentoring Program. The intent of the LEADS mentoring program is to provide first year students who are first generation, lgbtq+, and/or from traditionally underrepresented backgrounds in higher education including African-American, American Indian, Asian-American, Hawaiian/Pacific Islander, and Latino/a, with the necessary skills and support systems necessary to excel academically and socially in higher education. LEADS accomplishes this through peer and staff/faculty mentoring, and workshops focused on overall student and leadership development. The intended outcome of LEADS is to improve persistence to graduation and retention rates among targeted populations.

PRIMARY RESPONSIBILITIES:
• Assist with managing all aspects of the LEADS mentoring program
• Assist with overseeing and managing program quality
  o Assist with managing the coordination/supervision of program activities
  o Stay current on best practices in the mentoring and youth programming fields
  o Assist with developing and implementing project evaluations, assessments and reports
  o Serve as primary liaison with university faculty, staff and administrators
  o Assist with developing and implementing workshops, training sessions and reflection opportunities for program mentees and all mentors
  o Participate in professional development and training activities
  o Document all project activities; maintain project files; complete project-related reports/maintain electronic databases
• Provide on-going support for faculty, staff and college student staff
  o Assist with supervising the recruitment, training and ongoing support of peer, staff and faculty mentors
  o Administer and track mentor logs
• Assist with managing program public relations and program evaluations
  o Serve as primary liaison with university faculty, staff and administrators
  o Provide periodic updates via department newsletter, student life publications, etc.
  o Administer periodic surveys to assess outcomes and goals
• Other duties as assigned
SUPERVISION GIVEN/RECEIVED:
This position reports directly to the Social Justice Outreach Coordinator of the Unity Multicultural Education Center (UMEC) and works closely with the other UMEC staff, peer mentors and other campus constituencies including faculty from multiple academic disciplines and university staff members.

MINIMUM QUALIFICATIONS:
- Bachelor’s Degree and experience working with traditionally underrepresented populations
- Currently enrolled in a GU Graduate Program
- Ability to work a flexible work schedule that include evenings and weekends as needed
- Educational background or experience working with diverse populations
- Strong organization skills
- Excellent oral and written communication skills
- Strong self-initiative and ability to work independently
- Knowledgeable about social networking

PREFERRED QUALIFICATIONS:
- Two years program coordination experience, preferably in higher education; or applicable transferable experience
- Two years of experience working with college students and adult volunteers
- Experience working with mentoring programs for at-risk populations
- Solid understanding of first-generation college experience
- Solid understanding of campus dynamics at PWI and/or faith-based institution

PHYSICAL QUALIFICATIONS:
- Ability to lift up to 20 pounds as needed.
- Ability to sit for extended periods of time.
- Ability to sit, bend, kneel, stoop and lift as needed for routine office work.
- Extensive wrist and hand movements required as related to keyboarding.
- Ability to be mobile campus wide for appropriate business needs.