



# Inter-Cultural Center Peer Facilitator

## Job Description

### Position Description:

The Inter-Cultural Center Peer Facilitator plans, coordinates and promotes quarterly multicultural events and activities in the Inter-Cultural Center reflective of the diverse populations of the Highline campus community.

The Inter-Cultural Center Peer Facilitator, a position through the department of Multicultural Affairs, serves as resource and peer mentor for students who utilize the Center. This is a part time, hourly paid position. Position duration is based on the needs of the Inter-Cultural Center and the commitment of the individual.

### Duties and Responsibilities:

- Coordinate signature Inter-Cultural Center programming- including planning, promotions and facilitation of events
- Provide peer mentorship and assist students in accessing resources available at the Inter-Cultural Center
- Participate and assist with signature Multicultural Affairs and Center for Leadership and Service programming such as, MLK Week, Unity Week, Thunderweek, etc.
- Promote the Inter-Cultural Center to Highline College student body through co-facilitating campus presentations with supervisor and hosting info sessions at the Inter-Cultural Center.
- Understand and accurately implement Highline College, Multicultural Affairs and Inter-Cultural Center mission statements
- Represent the Inter-Cultural Center student perspective in campus wide committees, initiatives and programs
- Maintain the Center cleanliness through routine walkthroughs
- Update Inter-Cultural Center social media pages with upcoming events and relative student information
- Maintain student attendance database and listserv
- Actively participate in weekly Inter-Cultural Center staff meetings
- Work collaboratively with students, faculty and staff

### Core Team

- Plan and participate in Core staff projects, tasks, and events
- Facilitate and prepare for Core Staff meetings
- Attend all required trainings and trainings for professional development
- Recruit prospective students into leadership opportunities and involvement with the Inter-Cultural Center and Center for Leadership and Service

### Other Duties

- Answer programming related questions to general campus
- Provide general Center support
- Conduct quarterly self-evaluations with supervisor

### Characteristics Desired:

- Familiarity with Highline College campus
- A commitment to diversity and a desire and willingness to work with all students
- Ability to work as a team member
- Ability to lead and teach others effectively
- Knowledge of the Inter-Cultural Center and Center for Leadership & Service policies and procedures
- Ability to reach out and be involved in new situations

### Work Expectations:

- Registered for at least six credits with a cumulative GPA of at least 2.5
- Students will participate in a quarterly reflective evaluation help identify leadership strengths and challenges during the duration of the position.
- Student is required to work 15 hours per week. This position pays minimum wage.