



Department: Inclusion Center	Supervisor: King Xiong
Job Title: Peer Equity Leader	Hours to be Worked: 8-20 hours per week
Pay Level: Level III	Hourly Pay Rate: \$16.00

Job Summary (purpose of nature of work):

Peer Equity Leaders provide overall support with the fundamental operations of the Inclusion Center, as well as educational programming and events. The main objective of Peer Equity Leaders is to ensure that the Inclusion Center is a welcoming and inclusive space for all students, especially those from underrepresented and diverse backgrounds. Peer Leaders contribute to Cal Maritime's commitment to diversity, equity, and inclusion as an overall campus community.

Job Duties:

- Performs general office duty and clerical tasks (answering phone, checking students in, maintaining files, maintaining a clean and organized work environment, etc.)
- Helps staff the front desk of the Inclusion Center to monitor usage from students, staff, faculty, etc.
- Helps maintain a clean, operational, and organized environment within the Inclusion center
- Refers students to next level support services when appropriate (CAPS, Student Health Center, Career Services, Financial Aid, ADSO, Title IX, etc.)
- Serves as a liaison to different groups on campus in communicating the needs and initiatives of the Inclusion Center
- Communicates with assigned supervisor on the needs of the Inclusion Center
- Assists with planning different activities, events, or programs for the Inclusion Center that focuses on diversity, equity, and inclusion
- Creates flyers to enhance promotional strategies of Inclusion Center events, activities, and programs
- Participates in Inclusion Center programming/events focused on diversity, equity, and inclusion
- Assists with assessment and research of Inclusion Center, such as surveys
- Builds rapport and establishes connections with students in the Inclusion Center
- Other duties as assigned



Required (or Preferred) Skills, Knowledge, and Abilities:

- A minimum of 2.0 GPA and good academic standing
- Desire to help support the campus's institutional efforts towards a more inclusive and equitable environment
- Knowledge, skills, ability, and interest to support students from diverse backgrounds (LGBTQIA+, historically underrepresented, etc.)
- Knowledge of campus resources and services
- Strong problem-solving and leadership skills
- Ability to maintain a professional attitude
- Knowledge, skills, and ability to use tact, patience, and courtesy in interpersonal relations, exercise good judgement, and communicate effectively both orally and in writing
- Ability to work effectively both independently and in a team environment
- Familiarity with general office duties and clerical work (answering phone, checking students in, maintaining files, maintaining a clean and organized work environment, etc.)
- Knowledge, skills, and ability to use word processing, excel, and other Microsoft Office products
- Strong facilitation skills in leading group discussions and activities
- Knowledge, skills, and ability to lead and coordinate events, activities, or programs
- Knowledge, skills, and ability to handle interpersonal conflicts and apply effective conflict-resolution facilitation skills when necessary
- Excellent communication skills with peers, co-workers, staff, and faculty

Background Check: Satisfactory completion of a background check is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Title IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: <https://www2.calstate.edu/titleix>

EEO Statement: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status.

Mandated Reporter: The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017, as a condition of employment.