Title: Diversity Intern  
Department: UWM Libraries User Experiences Team, User Services Division  

The Diversity Intern is a graduate student member of the User Services Division. The position serves under the primary supervision of the Outreach & Community Engagement Librarian to advance library-wide goals. The Intern will adhere to published policies, procedures, and guidelines for student employees of the UWM Libraries, as well as report to supervisor any problems/concerns and work to achieve satisfactory resolution.

Responsibilities May Include  
- Work with the Outreach & Community Engagement Librarian to forward the committee’s goals.  
- Collaborate with other campus entities to create connections to diverse students.  
- Participate in preparation and/or teaching of library instruction sessions with emphasis on multicultural courses or assignments, and assist with outreach initiatives.  
- Maintain and/or create library guides and departmental web pages for related topics.  
- Other duties as assigned.

Qualifications  
1. Have an understanding of the needs and experiences of diverse students.  
2. Demonstrated excellent English language skills (both speech and comprehension), and the ability to communicate effectively in-person, virtually, and in writing. Must be able to communicate clearly with persons for whom English is a second language.  
3. Ability to fulfill duties and responsibilities with a limited amount of direct supervision (after appropriate training), and to complete assigned projects in a timely manner.  
4. Ability to effectively interact with users and library colleagues in a positive and professional manner.  
5. Ability to perform work in a multi-task environment, prioritizing needs for efficient and effective service.  
6. Dependable, with a sense of responsibility and reliability.  
7. Basic computing skills, including word processing and spreadsheets.

Academic Requirements/Student Status  
Applicant must:  
1. Provide proof of acceptance into a UWM SOIS graduate degree program.  
2. Register for credit-granting UWM SOIS courses during the Fall and Spring semesters and maintain student worker-status.
**Work Environment**
Intern must be able to assist sit or stand for extended periods and escort patrons throughout the building.

**Equipment**
Personal computer, standard keyboard and monitor; printers; copier/scanner; telephone; basic office equipment

**Hours**
Intern will work approximately 15 hours per week for two semesters.

**Salary**
$11.00/hour

**To Apply:**
Email Letter of Interest and Resume to:
Tiffany Thornton, Outreach & Community Engagement Librarian
UWM Libraries
thornto4@uwm.edu