



**UWM Libraries
User Services Division**

DIVERSITY INTERN Position Description and Application Instructions

Title: Diversity Intern:

Department: UWM Libraries User Services Division, User Experiences Team

The Diversity Intern is a graduate student member of the User Services Department. The position serves to advance library-wide Diversity goals under the primary supervision of the Outreach & Community Engagement Librarian, as part of the User Experiences Team. 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

- Work with the UWM Libraries Diversity Committee to forward the committee's goals.
- Collaborate with other campus entities to create connections to aid in student success for diverse populations on campus
- Participate in preparation and/or teaching of library instruction sessions with emphasis on multicultural courses or assignments
- Assist with K-12 Outreach programming and initiatives
- Maintain and/or create library guides and departmental web pages for related topics
- Other duties as assigned

Qualifications

1. Have a desire to understand the needs and experiences of diverse students.
2. Demonstrate 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. Basic computing skills, including word processing and spreadsheets.
4. Fulfill duties and responsibilities with a limited amount of direct supervision (after appropriate training) and to complete assigned projects in a timely manner.
5. Effectively interact with users and library colleagues in a positive and professional manner.
6. Perform work in a multi-task environment, prioritizing needs for efficient and effective service.
7. Dependable, with a sense of responsibility and reliability.

Academic Requirements/Student Status

Applicant must:

1. Provide proof of acceptance into a UWM 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 10-15 hours per week for two semesters.

Salary

\$11.00/hour

To Apply:

1. Obtain the *UWM Library Student Worker Application* online <http://uwm.edu/libraries/wp-content/uploads/sites/59/2014/01/studentapplication.pdf> or at the UWM Libraries Personnel Office, Room W120A Golda Meir Library.

2. Return the completed application, resume, cover letter, most recent transcript, and documentation of acceptance into a graduate degree program to:

UWM Libraries Personnel Department
University of Wisconsin-Milwaukee
P.O. Box 604
Milwaukee, WI 53201

You may bring your application materials to the UWM Libraries Personnel Office, W120A Golda Meir Library, or email to smhazel@uwm.edu.

For more information on the Diversity internship contact:
Tiffany Thornton, Outreach & Community Engagement Librarian,
thornto4@uwm.edu 414-229-7377

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