CECH Inclusive Excellence Weekly Update

Graduate Student Intern Position

- The Accelerated College English (ACE) Program is hiring a graduate student intern for the 2020-2021 academic year. This position will work virtually until further notice, due to COVID. Thus, the student intern will need to have proper access to the internet and a web camera.

- **Job Details:**
  - Department: Office of International Admissions
  - Campus Location: 440 University Pavilion
  - Supervisor: Sarah Shepherd
  - Length of Contract: Academic Year
  - Pay Rate: $15.00 hour/ 20 hours per week (ideally at least 3 days per week)

- **Job Purpose:**
  - The Office of International Admissions and Accelerated College English Program (ACE) is seeking a qualified graduate student for the position of Graduate Intern for the 2020 – 2021 academic year. Under guidance and supervision of the Program Manager, the graduate intern is primarily to serve as a peer academic adviser to undergraduate student enrolled in the ACE Program.

- **Job Responsibilities:**
  - Assist with academic advising students in the ACE Program.
  - Establish ACE Mentorship program with oversight from the Program Manager.
  - Research and develop academic initiatives to help improve the quality and integrity of the ACE program.
  - Assist in recruitment and retention efforts for ACE.
  - Assist with other Office of International Admissions initiatives as needed.
  - Availability between 8:00 a.m. – 5:00 p.m. Monday through Friday.

- **Qualifications:**
• Must be a current University of Cincinnati graduate student in good academic standing.
• Globally minded and a willingness to work with diverse backgrounds.
• Bilingual or multilingual applicants preferred.
• Ability to keep confidential information private.
• Possess excellent computer, phone, and customer service skills.
• Excellent communication skills and detail oriented.
• Ability to work well with others or by yourself.
• Willingness to tackle new projects
• Ability to maintain professionalism, including punctuality and appearance.

• Please email the following to sarah.shepherd@uc.edu on or before Sunday, September 7, 2020. Attention to detail will be noted.
  • Use email subject line: ACE Program Graduate Student Intern – YOUR LAST NAME
  • Resume
  • Cover Letter
  • Work Availability

Your Voice Your Vote
• The YMCA Marian Spencer Panel is hosting a FREE virtual discussion of the issues on the ballot for the 2020 election.
  • September 24, 5:30-7:30 PM
  • Registration required

• Verify Your Voter Registration: Ohio, Kentucky, Indiana
• Register to vote by October 5th: Ohio, Kentucky, Indiana

Free Student Mental Health Webinar
• Webinar: “Supporting The Mental Health Of LGBTQ+ Students During Uncertain Times”
  • September 2, 1:00-2:15 PM
  • Register here

• When registering for the webinar, please be sure to follow these steps:
  • In the Webinar Pricing dropdown, select “Go2K – Go2Knowledge members please select this option and enter your coupon at checkout.”
  • Use discount code: Soche17, and the webinar fee will be waived.
  • Webinar access instructions typically are sent within 1-2 business days of your registration.

OEOA Inclusive Excellence Workshops Fall 2020-2021
  • September 2, 2020, 10:00-11:30, via WebEx
• Inclusion Advocacy in Support Of Equitable Hiring Processes (OEOA) Facilitators: Matthew Olovson. Executive Director, Office of Equal Opportunity & Access. Interim Executive Director, Office of Gender Equity & Inclusion / Title IX Coordinator
  • September 8, 2020, 11:00-12:30, via WebEx
  • October 15, 2020, 9:30-11:00, via WebEx
  • November 13, 2020, 1:30-3:00, via WebEx
  • December 7, 2020, 10:30-12:00, via WebEx

• Sign Up for OEOA Inclusive Excellence Workshops
• If you require an accommodation or other assistance to participate in any of these workshops, please notify Huda Kebede at 556-5503 or Huda.Kebede@uc.edu.

Resources for YOU!!!
AACRC Newsletter
EPS Newsletter
Changing Times Newsletter