



## **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:
  - o Department: Office of International Admissions
  - o Campus Location: 440 University Pavilion
  - o Supervisor: Sarah Shepherd
  - o Length of Contract: Academic Year
  - o Pay Rate: \$15.00 hour/ 20 hours per week (ideally at least 3 days per week)
- Job Purpose:
  - o 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:
  - o Assist with academic advising students in the ACE Program.
  - o Establish ACE Mentorship program with oversight from the Program Manager.
  - o Research and develop academic initiatives to help improve the quality and integrity of the ACE program.
  - o Assist in recruitment and retention efforts for ACE.
  - o Assist with other Office of International Admissions initiatives as needed.
  - o Availability between 8:00 a.m. – 5:00 p.m. Monday through Friday.
- Qualifications:

- o Must be a current University of Cincinnati graduate student in good academic standing.
- o Globally minded and a willingness to work with diverse backgrounds.
- o Bilingual or multilingual applicants preferred.
- o Ability to keep confidential information private.
- o Possess excellent computer, phone, and customer service skills.
- o Excellent communication skills and detail oriented.
- o Ability to work well with others or by yourself.
- o Willingness to tackle new projects
- o 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.
  - o September 24, 5:30-7:30 PM
  - o [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”
  - o September 2, 1:00-2:15 PM
  - o [Register here](#)
- When registering for the webinar, please be sure to follow these steps:
  - o In the Webinar Pricing dropdown, select “Go2K – Go2Knowledge members please select this option and enter your coupon at checkout.”
  - o Use discount code: Soche17, and the webinar fee will be waived.
  - o Webinar access instructions typically are sent within 1-2 business days of your registration.

#### **OEOA Inclusive Excellence Workshops Fall 2020-2021**

- [Anti-Harassment/Non-Discrimination Seminar Level 1](#) (OEOA) Facilitators: Brandon Craig, Asst Dir, Office of Equal Opportunity & Access Tracey Johnson, Investigator, Equal Opportunity & Access
  - o September 2, 2020, 10:00-11:30, via WebEx

- o October 12, 2020, 2:00-3:30, via WebEx
- o November 19, 2020, 9:00-10:30, via WebEx
- o December 9, 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
  - o September 8, 2020, 11:00-12:30, via WebEx
  - o October 15, 2020, 9:30-11:00, via WebEx
  - o November 13, 2020, 1:30-3:00, via WebEx
  - o 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](mailto:Huda.Kebede@uc.edu).

**Resources for YOU!!!**

[AACRC Newsletter](#)

[EPS Newsletter](#)

[Changing Times Newsletter](#)