OVERVIEW OF C.H.A.R.G.E.

The C.H.A.R.G.E. Multicultural Program seeks to engage students, faculty, administrators and the entire University at Albany community in the ongoing and complex process of understanding, respecting, appreciation, and embracing difference in its many forms. In particular, we aim to present a wide range of high quality programming events in order to extend knowledge across race, ethnicity, language, nationality, cultural expression, gender, disability, and sexual orientation. We seek to provide an ongoing educational forum whereby we underscore not only the important difference across groups, but also the binding commonalities of humanity, for the purpose of understanding how diversity issues impact students at the University at Albany and beyond.

C.H.A.R.G.E. ASSISTANT – CA

Description

- Are expected to work with and have a positive rapport with students, staff and other university officials.
- Serve as receptionists in the C.H.A.R.G.E. Office. C.A.’s answer office telephones, take accurate messages, and make appropriate referrals to other University services.
- Serve as the principle quad-based resource for diversity education and multicultural awareness.
- Coordinate plan, implement and evaluate several programs per semester, which address diversity through race, culture, religion, ethnicity, national origin, language, custom, gender, sexual orientation, disability, and other forms of differences.
- Staff the C.H.A.R.G.E. office a minimum of six hours and staff your quad office a minimum of two hours per week.
- Communicate the goals of the CHARGE Multicultural Programs to student and staff, and encourage broad levels of attendance and participation.
- Attend several trainings throughout the academic year (National Coalition Building Institute Train the Trainer (NCBI) and Safe Space Training).
- Design and maintain bulletin boards, which both advertise upcoming events and educate residents on a variety of topics.
- Are expected to update our monthly Heritage newsletter, Student Events calendar and our Facebook page.
- Attend programs as presented by fellow C.H.A.R.G.E. Assistants and Residential Life Staff.
- Are expected to arrive early for fall/spring opening, remain later for fall/spring closing, and attend training.
- Will be supervised by a quad Professional Staff Member and are required to help with the planning of our open house, multicultural night around the globe, Kwanzaa dinner and other C.H.A.R.G.E. traditional programs.
- Are required to attend all total staff meetings and individual meetings with supervisor.

Professional Expectations

- It is expected that by accepting employment, the C.H.A.R.G.E. Assistant be in agreement with the general policies and principles of the University at Albany and will perform his/her responsibilities in accord with the University’s objectives.

Remuneration

- Bed waiver, and a Stipend of $500 for second year returning CA