

Graduate Assistant (GA) Job Description Office of Diversity, Equity and Inclusion (ODEI)

The GA will engage in and contribute to the development of a series of Inclusive Excellence strategies. The work ahead will be systemic and long lasting for years to come. The GA reports to the AVP of Diversity, Equity and Inclusion. The GA has a work space in the ODEI suite located in Roberts Hall, Room 301. Work hours are flexible according to class schedule but there may be evening and/or weekend hours required (e.g., for special events).

GA Role Description

Duties and Responsibilities:

- Assists ODEI staff with the execution of 2021-2024 strategic plan by:
 - Supporting the coordination, tracking and promotion of ongoing consultations between ODEI and other campus offices and entities
 - Contributing to research, and compilation of best practices and learning/training needs; updating content and resources on ODEI web page
 - Participating in qualitative/quantitative assessment initiatives (e.g., designing, conducting, and facilitating surveys, focus groups, etc.)
 - Participating in the development of an equity dashboard to include lit reviews that support the identified indicators
- Works in partnership with the office's directors in capacity building, assessment, training support, and programming.
- Assists in outreach to student organizations, academic departments, community organizations, and alumni to continue building databases, metrics and communication collaterals/presence for the office and its programs.
- Coordinates the planning and development of upcoming events facilitated by the office:
 - Participates in Dialogue on Diversity Committee as needed
 - Participates in Accessibility and Safety and Security Committee
 - Participates in DEI team meetings and retreats
 - Supports communications and social media operations
- Assists in coordinating and preparing for and supporting the post-Campus Climate initiatives and activities

Additionally, the incoming GA will continue to develop and implement the work of ODEI's former GA, who designed a badging program as a part of her master's capstone project. This badging program expands ODEI's capability in accomplishing its strategic plan and developing knowledge in DEI topics across the campus community.

Qualifications

Matriculation in a graduate degree program and an earnest commitment to improving campus climate for at least twenty (20) hours per week is required. The successful applicant will play a vital role in the work of ODEI. Candidates should have strong communication—both written and oral—and strong organizational skills. They must also have a strong understanding of social and racial justice, research, data analysis, and project management. Those applying must demonstrate compassion, sensitivity to confidentiality, and a desire to build relationships with diverse communities. Bilingual/multilingual skills are highly valued.

**To apply, please submit a cover letter and resume
to Michael Campbell at mcampbell@ric.edu.**