

Office of Diversity and Inclusion
Graduate Assistant for Data and Assessment

See application details below.

Areas of Responsibility

The Graduate Assistant for Data and Assessment is a position reporting to the Assistant Vice Chancellor for Strategic Initiatives in the Office of Diversity and Inclusion (ODI). The incumbent will assist with analyzing and synthesizing institutional data and unit-level assessment preparation, implementation and evaluation.

This assistantship will continuously collaborate with functional areas to streamline assessment results into the ODI annual report throughout the course of the year. The Graduate Assistant will review and analyze data, reports and other documents related to the University's diversity planning, goals, and inventories while researching diversity and inclusion models and promising practices in support of the mission, values, and vision of the Office of Diversity and Inclusion.

Due to the increasing needs for effective data sharing and reporting, as well as data analysis, the Graduate Assistant will assist with the ongoing development of an interactive reporting system and website maintenance for the Office of Diversity and Inclusion.

Required Qualifications

- Continuous enrollment in a graduate or professional program; Non-degree students are not eligible
- Master's degree in a related field from an accredited institution of higher education is necessary
- Demonstrated commitment and interest in diversity, cultural awareness, and social inclusion
- Ability to work independently and use data and word processing software packages
- Knowledge and understanding of research, assessment and evaluation methodologies
- Knowledge and understanding of qualitative and quantitative data analysis
- Interest in higher education administration and project management
- Ability to perform basic office and administrative functions
- Flexible hours to work evenings and occasional weekends
- Openness and willingness to learning and exploring innovative strategies
- Serve as an ODI representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs
- Attend a range of meetings with staff, students, and other community stakeholders to assist with strategic planning efforts

Preferred Qualifications

Pursuing a doctoral degree in higher education, psychology, cultural studies, or a related field and have at least one year of graduate school completed.

Stipend and Term

The assistantship will occur during the 2020 - 2021 academic year with an option to begin summer 2019. The stipend range is \$18,000 - \$20,000 per academic year depending on qualifications, experience, years enrolled in graduate program, and hours enrolled. The assistantship will work for 20 hours a week for the academic year of 2020 - 2021.

Application Submission

To apply, please submit a cover letter, CV/résumé, unofficial transcript and contact information for two professional or academic references by June 19, 2020.

As part of the application process, all applicants are asked to define inclusive excellence within their cover letter.

Nkenge Friday, Ed.D.
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About ODI

ODI provides vision, leadership, and advocacy in fostering an inclusive, equitable, and welcoming campus central to the land-grant mission of UNL; leads and facilitates the development of institutional policies, protocols, and practices intended to create a more equitable, and inclusive campus culture; and utilizes an inclusive excellence framework to foster an engaged, creative, and innovative learning environment for all.

About the Commitment to Diversity

At the University of Nebraska–Lincoln, we strive for inclusive excellence, where diversity and inclusion is incorporated in all aspects of our practices, policies, and operations and where all are able to work, learn, and thrive in an atmosphere of respect, dignity, and acceptance.

At the University of Nebraska–Lincoln:

- We value equity, inclusion, and dignity for all.
- We strive for excellence and recognize the educational and societal benefits of diversity.

- We insist on a culture of civility and recognize that words and actions matter. The absence of action and words also matters.
- We believe in the freedom of speech and encourage the civil and respectful expression of ideas and opinions.
- We all share in the responsibility to create a culture where equity, inclusion, dignity, and respect for all is an institutional priority.
- We believe that we take opportunities to take action—education, respond, or report—when we observe unfair, biased, or dehumanizing behaviors.

The university is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. We are dedicated to creating an environment where everyone feels a sense of belonging.