Areas of Responsibility

The Graduate Assistant for the Office of Diversity and Inclusion is a position reporting to the vice chancellor for diversity and inclusion. The incumbent will support administrative and operational functions of the Office of Diversity and Inclusion.

The incumbent will be responsible for assembling information, reports, and other materials related to the University’s and ODI’s diversity goals; researching diversity and inclusion models and promising practices; assisting in speech development/writing and other communications for the vice chancellor; and supporting the vice chancellor in the preparation of visuals/presentations and implementation of programs/meetings/events; and other duties as assigned that fall under the diversity agenda and mission of the University and ODI.

The incumbent will also provide administrative support to the director of faculty diversity, with responsibilities that include conducting research and models in support of faculty recruitment and development, arranging and coordinating meetings and events.

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;
- Interest in higher education administration and project management;
- Ability to perform basic office and administrative functions;
- Have flexible hours to work evenings and occasional weekends; and
- Openness and willingness to learning and exploring innovative strategies
- Exceptional written and verbal communication skills. The ability to remain resilient and complete multiple revisions if needed.
- Excellent attention to detail.

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. The stipend range is $15,000 - $18,000 per academic year depending on qualifications and education, experience, years enrolled in graduate program, and hours enrolled.
Application Submission

To apply, please submit a cover letter, CV/résumé, and at least contact information for two professional or academic references to:

Marco Barker, PhD
Vice Chancellor
Office of Diversity and Inclusion
208 Administration Building
Lincoln, NE 68588-0420
diversity@unl.edu

The position will be open until filled.

About UNL’s Commitment to Diversity

At UNL, 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.
Office of Diversity and Inclusion Operational Matrix

| Vice Chancellor | Diversity Strategic Policy Development  
|                | Senior Leadership Engagement and Development (including NU System)  
|                | External Engagement (Multicultural Alumni, Diversity Partnerships, Community Affinity Groups)  
|                | Chancellor’s Diversity Commissions (Affinity-based Teams Examining Key Issues)  
|                | Diversity Engagement Team (Institutional Advisory and Work Group)  
| Strategic Initiatives | Diversity Strategic Planning and Implementation  
|                    | New Ventures and Program Development  
|                    | Partnerships  
|                    | Assessments and Data Analysis  
|                    | Communication and Fundraising Strategy  
|                    | Budget and Financial Management  
|                    | Quality of Programs, Initiatives, and Projects  
| Faculty Diversity | Faculty Diversity Development and Recruitment  
|                   | Academic Diversity Committee Support  
|                   | Underrepresented Faculty Engagement  
| Leadership and Learning | Diversity Education and Training  
|                     | Inclusive Leadership Development  
|                     | Talent Identification and Search Support  
|                     | UNL Community Building and Support  
| Inclusive Student Excellence | Underrepresented Student Success and Support  
|                        | Diversity and Intercultural Education for Students  
|                        | Cultural Heritage Experiences and Awareness  
|                        | Advising and Supporting Recruitment and Retainment of Diverse Student Populations  
| Institutional Capacity Building and Support for Inclusive Excellence | Diversity Engagement Team (Diversity Collaborative)  
|                       | Council on Inclusive Excellence and Diversity (College and Unit Leadership)  
|                       | Nebraska Community of Learners – Understanding Diversity Through Education (NCLUDE)  
|                       | Advising and Consultation (Campus Support)  

- leader of the Office of Diversity and Inclusion, works with campus partners and allies to shape the university’s vision, strategic planning and advocacy while shaping the policies, protocols and practices needed to advance diversity, equity, and inclusion across the university.

- support and manage the development, growth, and goals of ODI, assist campus unit leaders in developing and implementing strategies for inclusive excellence, and play an instrumental role in advancing the University’s diversity and inclusion strategy.

- develop and implement strategies to address diversity issues particularly relating to recruitment, promotion, and retention, of faculty.

- develop and coordinate efforts that build diverse staff talent searches, onboarding, retention, and success. Develop and lead education and training in support of formal diversity, equity and inclusive-based practices and policies.

- develop and coordinate opportunities that increase the participation of minoritized students in high-impact practices, implement inclusive leadership activities and programs for students.