



Office of Diversity and Inclusion - University of Nebraska-Lincoln

Graduate Assistant for Faculty Diversity and Inclusion

0.49 FTE Appointment

Areas of Responsibility

This Graduate Assistant position in the Office of Diversity and Inclusion will provide administrative and operational support to the Director for Faculty 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 related to recruitment, selection, on boarding and retention; and supporting the Director 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.

Required Qualifications

- Continuous enrollment in a masters or doctoral degree program at the University of Nebraska Lincoln. Non-degree students are not eligible.
- 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.
- Demonstrated ability to generate and analyze administrative reports and summary documents.
- Have flexible hours to work evenings and occasional weekends.
- Openness and willingness to learning, exploring, and research innovative diversity and inclusion management strategies and processes.
- Demonstrated excellence in written and oral communications to work effectively with individuals from a variety of backgrounds and organizational levels.

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 2021-2022 academic year. The stipend range is \$15,000 - \$19,000 per academic year depending on qualifications and education, experience, years enrolled in graduate program, and hours enrolled.

Application Submission

To apply, please complete the applicant form and upload required documents (a cover letter, CV/résumé, and contact information for two professional or academic references) by April 19, 2021.

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

Dr. Gwendolyn Combs
Director for Faculty Diversity and Inclusion
Office of Diversity and Inclusion
104 Administration Building South
Lincoln, NE 68588-0440
diversity@unl.edu

The position will be open until filled.

About the Office of Diversity and Inclusion

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 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.