



ODI Communications Assistant

See application details below.

Areas of Responsibility

The Office of Diversity and Inclusion is looking for a student to provide support for the Vice Chancellor particularly as it pertains to gathering information, writing, and editing reports, speeches, and presentations, and creating presentation materials. This role is supervised by the Executive Specialist.

This position will:

- Help research, write, edit, and proofread speeches and reports;
- Design and build visually appealing presentation materials;
- Provide support with administrative projects, as needed;
- Assist ODI Communication Team in developing marketing materials and media projects; and
- Provide additional duties, as needed, (e.g., research, fact checking, and other tasks) that support the work of the Office of Diversity and Inclusion.

Required Qualifications

- Student must be actively enrolled, regularly attending classes and be in good academic standing or have a 2.5 GPA or higher.
- Student should be sophomore level or above and majoring in mass communication, English, communication studies, or related major, or experience developing marketing materials or reports.
- Student must be reliable and dependable.
- Student must show efficacy in researching and curating information about DEI initiatives, organizing information clearly and concisely, and presenting information in an understandable and visually appealing manner.
- Student must demonstrate commitment and interest in inclusive education, diversity, cultural awareness, and social inclusion.
- Student must have excellent written communication skills.
- Student should understand the importance of maintaining a brand's voice.
- Student should have ability to meet deadlines and work independently.
- Student should maintain knowledge of general university happenings, history, activities, athletic events, alumni accomplishments, etc.
- Student must have experience with Office 365.

Hours and Pay

- Work hours are 10-20 hours per week, varied days/times – *Schedule to be discussed and decided on, based on student's class schedule/other commitments.*
- Position will pay: \$10.00 per hour.

Application and Submission

To apply, please submit your resumé or CV, three professional references, writing and/or marketing samples, and letter of interest to diversity@unl.edu by February 4, 2022.

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.

Core Values 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.