Office of Diversity and Inclusion
University of Nebraska-Lincoln

Title: Graduate Intern for Communication and Project Support
Type/Time: Graduate Intern
Hiring Range: $2,000 - $3,500
Hours: 20 hours per week
Work Schedule: Part-Time
Start Date: June 1, 2021

Overview

The Graduate Intern for Communication and Project Support is a position reporting to the Assistant Vice Chancellor for Strategic Initiatives. The intern will support communications, programs, logistics, and key projects for the Office of Diversity and Inclusion (ODI).

The intern will work with communication professionals to explore, build, and support ODI communication channels (e.g., websites, social media, and newsletter). The incumbent will support and assist in the preparation of visuals/presentations, documents/reports, and programs/meetings/events. The graduate assistant will work to support key ODI projects, coordinating, assembling reports, and communication with key stakeholders within the campus community. This intern will work closely with all areas of ODI.

Due to the evolving efforts of ODI, the graduate assistant will assist with the development and implementation of several initiatives and special projects which includes, but is not limited to, initiatives to address current trends and issues, benchmarking and program development in support of the mission, values, and vision of the Office of Diversity and Inclusion for 20 hours a week for summer 2021.

Compensation and Benefits

The assistantship will occur during summer 2021 (June 1 – August 13, 2021). The stipend range is $3,000 – $3,500 depending on qualifications, experience and years enrolled in graduate program. The assistantship will work for 20 hours a week for the summer.
Minimum Required Qualifications

- Bachelor’s degree in a related field from an accredited institution of higher education is necessary
- Continuous enrollment in a graduate or professional program; 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
- Ability to perform basic office and administrative functions
- Foundational knowledge of program coordination, communications, database development, web development, web page design and website architecture
- Strong writing and editing skills
- Openness and willingness to learning and exploring innovative strategies
- Assist the staff with the planning, implementation and evaluation of ODI sponsored programming throughout the year
- Research best practices at other universities as it relates to diversity-related services.
- Attend a range of meetings with staff, students, and other community stakeholders to assist with strategic planning efforts

Application Submission

To apply, please submit a cover letter, CV/résumé and contact information for two professional or academic references by May 21, 2021 via the online portal.

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 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 and Beliefs 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.