ODI Student Assistant

See application details below.

Areas of Responsibility

The Office of Diversity and Inclusion is looking for a student to provide general office and program support. This position reports and provides direct support to the Executive Specialist. Specifically, the student assistant will:

• Provide support with office projects;
• Staff front desk and event tables, as needed;
• Help support office staff with administrative tasks;
• Assist with program preparation, set-up, delivery, and post-event wrap-up;
• Develop and/or edit forms, calendar entries, web/social media content, and other ODI materials; 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 must be reliable and dependable.
• Student must demonstrate commitment and interest in inclusive education, diversity, cultural awareness, and social inclusion.
• Student must have excellent written communication skills.
• 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, 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.