

Office of Diversity and Inclusion Graduate Assistant for Program Support

See application details below.

Areas of Responsibility

The Graduate Assistant for Program Support is a position reporting to the Assistant Vice Chancellor for Strategic Initiatives. The incumbent will support the programming, logistics, outreach and web design for the Office of Diversity and Inclusion (ODI).

This assistantship will be responsible for working with communication professionals to explore, build, and update 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 design and maintain web pages and databases for selected ODI websites. This position 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 the academic year of 2020 - 2021.

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
- Interest in higher education administration and project management
- Ability to perform basic office and administrative functions
- Flexible hours to work evenings and occasional weekends
- Foundational knowledge of program coordination, communications, database development, web development, web page design and website architecture
- 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

- Serve as an ODI representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs

Preferred Qualifications

Pursuing a master's degree in higher education, student affairs, psychology, cultural studies, or a related field.

Stipend and Term

The assistantship will occur during the 2020 - 2021 academic year. The stipend range is \$12,000 - \$14,000 per academic year depending on qualifications, experience, years enrolled in graduate program, and hours enrolled. The assistantship will work for 20 hours a week for the academic year of 2020 - 2021.

Application Submission

To apply, please submit a cover letter, CV/résumé, unofficial transcript, and contact information for two professional or academic references by June 19, 2020.

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

Nkenge Friday, Ed.D.

Assistant Vice Chancellor for Strategic Initiatives

Office of Diversity and Inclusion

208 Administration Building

Lincoln, NE 68588-0420

diversity@unl.edu

About ODI

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. The vice chancellor for diversity and inclusion reports to the executive vice chancellor and chief academic officer and sits on the chancellor's cabinet.

About the Commitment to Diversity

At the University of Nebraska–Lincoln, 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.