**Graduate Assistant for The Office of DEI Education & Outreach**

**Nature of Work**

The Division of Diversity, Equity, and Inclusion aspires to strengthen DEI innovation, impacts, and practices as integral components of inclusive and academic excellence. We are committed to fostering an inclusive learning and work environment where all at UCCS feel a sense of belonging and can thrive. The DEI Division promotes the principles of inclusive excellence, multicultural education, and social justice that both enhance the University's service to the public and contributes directly to the work environment and the quality of learning for all who participate. Additionally, we seek to elevate the impact UCCS has as a regional and national leader in preparing students for success in a diverse global society and workforce.

The inaugural DEI Division recently formed in the spring of 2022. As the Division continues to grow, we are seeking creative and independent individuals who thrive in developing a strong foundation of inclusion and belonging on campus. Reporting to the Director of DEI Education & Outreach the Graduate Assistant of DEI Education and Outreach will play a critical role in helping to developing, coordinate, and assess DEI educational initiatives and resources to help promote individual and institutional agency and social responsibility for DEI at UCCS. Additionally, the Graduate Assistant will support the work of fostering partnerships and collaborations with key stakeholders and develop/design innovative outreach communications that help elevate the impact of DEI at UCCS. Under the supervision of the Director of DEI Education and Outreach, the Graduate Assistant for DEI Education and Outreach serves as a paraprofessional staff member for the program and is required to work up to 25 hours per week.

**Position Responsibilities**

* Collaborating with DEI-centered offices and college/division leadership to engage students, staff and faculty in university-wide DEI program trainings, workshops, and educational opportunities.
* Assist in coordinating DEI events and programs for the campus community in the form of guest lectures/speakers, panels discussions, etc. that spotlight critical DEI topics and center intersectional identities and experiences.
* Helping to assess and evaluate program data/metrics and impact as well as providing quarterly and annual reports on these efforts and related activities.
* Supporting and creating resources such as the DEI website, newsletters, and social media.
* Create the design, development, and coordination of digital and printed marketing materials for all DEI Division and co-sponsored programs, workshops, and events.
* Developing and maintaining social media and/or internal communication channels to enhance awareness, outreach, and visibility of the DEI Division and co-sponsored programs, events, and initiatives.
* Additional tasks and responsibilities as assigned by the VCDEI in advancing DEI efforts.
* Collaborate with Director of DEI Education and Outreach and campus partners on monthly Heritage Month programming

***Expectations***

* Work 20-25 hours each week, which may include nights, weekends, and breaks (i.e., summer, winter, spring).
* Knowledge and some experience in diversity, equity, and inclusion.
* Awareness of modern DEI concepts, methodologies, and strategies in multicultural education, leadership development, and organizational change.
* Experience designing program communication/advertisement, developing social media promotion/outreach, and creating website content.
* Demonstrated high degree of diplomacy, personal integrity, ethics, and empathy.
* Attend, participate, and actively contribute to meetings, trainings, retreats, and other related functions. In the event of an absence, a minimum of 24 hours’ notice must be given.
* Set and maintain office/functional hours as agreed upon by supervisors.

**Learning Outcomes**

This position will directly allow the student to gain experience in the following Council for the Advancement of Standards in Higher Education (CAS):

* Intellectual Growth
* Effective Communication
* Career Choices
* Leadership Development
* Meaningful Interpersonal Relationships
* Independence
* Collaboration
* Appreciating Diversity
* Personal and Educational Goals
* Assessment, Evaluation, and Research

**Supervision Received**

This position reports to the Director of DEI Education and Outreach. Additionally, this position will be evaluated bi-annually, typically at the conclusion of each semester, in order to determine the quality and effectiveness of the work accomplished.

**Minimum Qualifications**

* Bachelor’s degree from an accredited college or university
* Full-time enrollment in a UCCS graduate program
* 3.0 or higher GPA (cumulative and semester)
* Demonstrated experience in marketing and social media
* Demonstrated experience in event planning, coordination, and logistics
* DEI experience in either a co-curricular or professional setting

**Preferred Qualifications**

* Pursuing master’s degree in student affairs, education, communication, or a related field
* Interest in DEI development theories
* Experience as a student leader on a university campus
* Excellent written and verbal communication skills
* Excellent interpersonal skills
* Excellent problem-solving skills
* Demonstrated experience in data collection, evaluation, and assessment
* Commitment to diversity, equity, and inclusion and supporting diverse student populations in higher education

**Preferred Knowledge, Skills, & Abilities**

* Graphic design experience and proficiency with Canva
* Website management experience
* Proficiency with Microsoft Office products (e.g., Outlook, Teams, Excel, Word, PowerPoint)
* Ability to effectively and enthusiastically speak in front of large student and community audiences
* Ability to think critically and coordinate detailed events
* Ability to develop and maintain professional relationships with campus partners
* Ability to multi-task, work independently, and prioritize
* Excellent organization and time management skills
* Ability to be flexible and adjust quickly to shifting demands

**Additional Details**

This position requires work of 20-25 hours per week and availability on nights and weekends, as well as during the summer, spring, and winter breaks.

**Compensation** *(position will be classified as a Graduate Assistant under the 1502 code for student employment)*

The Division of DEI is excited to offer a compensation package including the following:

* Position will begin July 1, 2022 (start date is negotiable to earlier or later);
* This position receives $18.00 an hour and will be paid on a bi-weekly basis;
* Position may receive funding for local/regional/national conference registration fees to support professional development based on yearly budgetary projections;
* Compensation for this position does not include benefits, and the GA may not work, on average, more than 25 hours a week. The GA may not hold any other paid employment on any University of Colorado campus, including UCCS. Special permission must be obtained for non-UCCS employment and is not guaranteed.

**Background Check**

Successful candidate must pass a background check to include license and educational verification, prior employment verification, sex-offender registry check, criminal history, driving history and credit history.

**Academics**

Academic success is extremely important to the program. All students working for UCCS*lead* must maintain a minimum of a 2.0 cumulative grade point average, as per UCCS Student Employment policy. Probationary periods may be implemented if grade point averages fall below a 2.0. The program has full discretion to evaluate your academic success based on program standards. All employees will be required to submit their grades to the program director at the end of each semester.

**How to Apply**

Please submit a cover letter explaining your interest in the position, a detailed resume listing your experiences, and two professional references to Sloan Gonzales ([sgonzal2@uccs.edu](mailto:sgonzal2@uccs.edu)) Director of DEI Education and Outreach.