

Full-Time Graduate Assistantship in the Office of Diversity, Equity, and Inclusion (2022-2023)

GA Role Description

Duties and Responsibilities:

- Assists ODEI staff with the execution of 2021-2024 strategic plan by:
 - Supporting the coordination, tracking and promotion of ongoing consultations between ODEI and other campus offices and entities
 - Contributing to research, and compilation of best practices and learning/training needs; updating content and resources on ODEI web page
 - Participating in qualitative/quantitative assessment initiatives (e.g., designing, conducting, and facilitating surveys, focus groups, etc.)
 - Participating in the development of an equity dashboard to include lit reviews that support the identified indicators
- Works in partnership with the office's directors in capacity building, assessment, training support, and programming.
- Assists in outreach to student organizations, academic departments, community organizations, and alumni to continue building databases, metrics and communication collaterals/presence for the office and its programs.
- Coordinates the planning and development of upcoming events facilitated by the office:
 - Participates in Dialogue on Diversity Committee as needed
 - Participates in Accessibility and Safety and Security Committee
 - Participates in DEI team meetings and retreats
 - Supports communications and social media operations
 - Add something about RIC BIPOC Caucus; support this endeavor
- Assists in coordinating and preparing for and supporting the post-Campus Climate initiatives and activities

Additionally, the incoming GA will continue to develop and implement the work of ODEI's former GA, who designed a badging program as a part of her master's capstone project. This badging program expands ODEI's capability in accomplishing its strategic plan and developing knowledge in DEI topics across the campus community.

Qualifications: Matriculation in a graduate degree program and an earnest commitment to improving campus climate for at least twenty (20) hours per week is required. The successful applicant will play a vital role in the work of ODEI. Candidates should have strong communication *both written and oral and strong organizational skills. They must also have a strong understanding of social and racial justice, research, data analysis, and project management. Those applying must demonstrate compassion, sensitivity to confidentiality, and a desire to build relationships with diverse communities. Bilingual/multilingual skills are highly valued.

To apply, please submit resume and cover letter to Anna Cano-Morales, acanomorales@ric.edu