



RHODE ISLAND COLLEGE JOB DESCRIPTION

March 1, 2022

Title: Human Resources Graduate Assistant
Status: Half-time, 10 hours a week
Union Affiliation: N/A
Reports To: Assistant Director of Human Resources

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The Office of Human Resources supports the college's mission and vision by providing essential and responsive HR services in a respectful, fair and equitable manner to faculty, staff, administrators and other stakeholders. The Human Resource office is closely collaborating with the office of ODEI to ensure that diversity and inclusion are an active and ongoing processes that promote social justice and equity college-wide. As such, the department created the role of Talent Acquisition and Retention to be able to identify, assess, and address institutional inequalities through the hiring process, both departments are committed to promoting a campus climate that is diverse, supportive, welcoming and safe for all.

In direct response to the college's commitment to diversity, equity, and inclusion in tandem with the campus community's growing diversity profile, The Office of Human Resources has initiated a plan to address this matter by having designated a position to Recruitment and Retention. This plan serves as a blueprint to the office's scope of work and guidance for the college's overall strategic plan, it also frames and supports the development and operationalization of equity plans across each division of the college. Leading a campus that is a diverse, supportive, inclusive, welcoming, and a safe community for all is at the core of what we want to accomplish.

Essential Job Functions

- Assists HR Assistant Director with the execution of diversifying the campus through hire and retention by helping with a strategic plan created by HR and ODEI:
 - Supporting the coordination, tracking and promotion of ongoing communications between the HR office and other campus offices and entities in order to help support the posting of positions
 - Contributing to research, and compilation of best practices and learning/training needs; updating/creating content and resources on HR policies and web page
 - Participating in qualitative/quantitative assessment initiatives (e.g., designing, conducting forms, processes, policies etc.)
- Works in partnership with the office's staff in capacity building, assessment, training support, and programming.
- Assists in outreach of K-12 and higher education, academic departments, community organizations, and alumni to continue building databases and partnerships, metrics and communication collaterals/presence for the office and its programs.
- Coordinates the planning and development of upcoming events facilitated by the office:
 - Participates and helps in job fairs to promote open jobs at the college as needed
 - Participates in committees set up to reorganize the office of Human Resources

- Participates in DEI team meetings and retreats
- Supports and participates in communications and social media operations related to recruitment and retention
- Participate in helping to create an onboarding process for new hires
- Help to create PD workshops offered through HR for topics requested such as People Admin and other subject areas
- Assists in coordinating and preparing for and supporting the post-Campus Climate initiatives and activities
- Aids with Job Description (JD) creation, assist in posting job ads on careers pages and processing received resumes
- Provides other duties and special projects as assigned.

Occasional Job Functions

Perform other duties and responsibilities as assigned by the Department Assistant Director.

REQUIRED QUALIFICATION STANDARDS:

- Matriculation in a graduate degree program and an earnest commitment to improving campus climate for at least twenty (10) hours per week is required.
- The successful applicant will play a vital role in the work of HR Recruitment and Retention.
- 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 have a desire for inclusion and diversity.
- Demonstrated problem solving abilities
- Sound leadership skills.
- Bilingual/multilingual skills are highly valued.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions other than those of working in healthcare settings.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.