

**GRADUATE ASSISTANT IN GRADUATE SCHOOL OFFICE OF
DIVERSITY, INCLUSION, AND STRATEGIC PARTNERSHIPS (DISP)
2023-2024**

The DISP GAs collaborate to plan and coordinate programs and activities for current graduate students. This involves repeating programs that have been successful in the past and generating new ideas for new initiatives. Some evening and weekend work is expected.

Assist with DISP programs and events such as the HBCU/MSI Research Summit, Jigsaw Connect lunches, Diversity Scholars program, Graduate Student Ambassadors Program, and others

- Review previous event descriptions and feedback from surveys for ideas
- Identify and contact speakers, presenters and potential collaborators
- Create a schedule of events in partnership with the Cultural and Community Centers for the entire year (4-5 events each semester)
- Promote events using listserv, flyers and social media
- Create registration surveys to track participation in events; acknowledge registrations, manage waiting lists, send out confirmations for attendance
- Be present at events, serve as host
- Send out evaluation forms/surveys to participants
- Analyze evaluations, prepare reports
- Assist with the implementation of Graduate Programming to include event setup, check-in, breakdown, and clean up

Assist with wider Graduate School events such as orientation, welcome week, spring welcome social, and Graduate Education Week.

- Collaborate with Graduate Student Services Office (GSSO) GAs to brainstorm about new events
- Promote events using listserv, flyers and social media
- Be present at events, support GSSO GAs as needed
- Solicit gift donations and promotional items from area businesses
- Research opportunities to expand scholarly efforts such as journals and workshops regarding DEIB based practices in higher education

Contribute to creation of print and other media.

- Create slide shows and programs for DISP events
- Contribute DISP events to Graduate School event calendar (enter and update events)
- Contribute to web content and social media presence

Support SHIP (Support Hub of Inclusive Practices) Operations

- Participate in training
- Learn basic policy and procedures
- Provide excellent customer service to all Graduate School patrons
- Make appropriate referrals to Graduate School and GLC staff

Other duties as assigned

Minimum requirements:

- Proficiency with concepts related to diversity inclusion diversity, equity, inclusion and belonging
- Excellent organizational, interpersonal and communications skills (written and verbal)
- Demonstrated proficiency in word-processing and e-mail management
- Experience in working with clients (preferably students) in a community-oriented environment

- Ability to work independently as well as within a team

Preference given for:

- Past involvement with DISP programming
- Familiarity with the Graduate Life Center
- Experience with program development and coordination
- Demonstrated creativity

Other skills, abilities and personal qualities:

- Open, kind, community-oriented personality
- Energy and enthusiasm for the job
- Demonstrated leadership skills and initiative to design and implement programs and coordinate the work of volunteers
- Enjoy and strive for high quality work
- Have ambition to be a productive, creative member of the team