

**Graduate Assistant for Diversity and Inclusion Initiatives  
Job Description**

**Department Summary:**

The Office for Diversity and Inclusion (ODI) led by the Associate Vice President and Chief Diversity Officer, oversees diversity and inclusion programs at UConn. ODI's team consists of: Assistant Vice President for Diversity and Inclusion, Director of Diversity and Inclusion Initiatives, Executive Assistant and the Directors of the following Centers: Rainbow Center, African American Cultural Center, Women's Center, Asian American Cultural Center, and Puerto Rican/Latin American Cultural Center.

The goal of ODI is to cultivate a more diverse and inclusive academic community for all students, faculty, and staff as well as to further the University's strategic priority of inspiring and developing student leaders who are prepared to live and work in a diverse global community.

**Graduate Assistant (GA) Position Summary:**

The Graduate Assistant in ODI will report to the Director of Diversity and Inclusion Initiatives and is responsible for assisting in the development of inclusion programs and initiatives.

**Duties and Responsibilities:**

1. Assist the Director with the development, coordination and implementation of educational, cultural, and inclusion programs across the University
2. Collaborate with UConn cultural centers and UConn departments/units and friends from the community to achieve strategic initiatives
3. Develop creative engagement with social media, website & other sources of communication
4. Advise the Native American Cultural Society/Programs
5. Serve on committees, work groups and task forces at the request of the Director
6. Maintain confidentiality in incidents and complaints related to diversity and inclusion
7. Attend meetings and participate in workshops held by ODI
8. Assist in researching diversity and inclusion topics and prepare reports of findings, as needed.
9. Maintain cooperative relationships with the members of ODI and other administrative and academic departments
10. Develop and implement special projects which includes, but is not limited to, initiatives to address current trends and issues, benchmarking, program development, and items of interest to the Graduate Assistant, time permitting
11. Other duties to be assigned by the Director, in addition to assisting with general office tasks.

**Qualifications:**

- Demonstrate experience with academic, social, and/or cultural programming.
- Excellent written and oral communication skills
- Strong organizational skills

- Willingness to work with individuals from different gender, sexual orientation/expression, national, ethnic, ability, social, religious and economic backgrounds.
- Comfortable and grounded in one's own cultural identity.
- Proficient in social media platforms
- Experience with Microsoft Office

This assistantship is a full-time assistantship, 20 hours per week, on a 9- month appointment with the possibility of summer employment. There will be some evening and weekend work hours required. This is a two-year assistantship pending a satisfactory performance after the first year.