Graduate Assistant for Diversity and Inclusion Initiatives
Job Description

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

The mission of ODI is to advocate for access and equity across all university units, to welcome and celebrate the experiences of individuals regardless of background through innovative educational programs, and to transform campus climate to build a more welcoming and inclusive 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. Serve on committees, work groups and task forces at the request of the Director
5. Maintain confidentiality in incidents and complaints related to diversity and inclusion
6. Attend meetings and participate in workshops held by ODI
7. Assist in researching diversity and inclusion topics and prepare reports of findings, as needed.
8. Maintain cooperative relationships with the members of ODI and other administrative and academic departments
9. 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
10. 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.