Job Summary:
The Center for Student Engagement and the Assistant Director of Intercultural Relations are looking to hire a Diversity, Equity, and Inclusion (DEI) Graduate Assistant to support and assist with Diversity, Equity and Inclusion programming. The DEI Graduate Assistant is a part-time, ten-month position with a priority focus on supporting the Stepping into Diversity Leadership Program and the Multicultural Working Group. This position is responsible for assisting in creating a diverse community that is inclusive, supportive, and responsive of all students, staff, and faculty. Additionally, this position will assist in providing DEI development and engagement opportunities aimed to enhance student learning outcomes, strengthen students sense of community, connectedness/ belonging, and support student success. The Graduate Assistant is expected to maintain office hours in weeks while classes are in session and in additional weeks as the workload dictates.

Preferred Qualifications:

- Experience working with culturally and ethnically diverse students in the higher education setting.
- Comfortable and confident in discussing diversity, equity, inclusion and justice topics, usage of terminology, and an understanding of various social, economic, political, intellectual and cultural contributions and factors which impact the culturally, ethnically diverse and marginalized communities.
- Excellent oral and written communication skills
- Ability to work select evenings and some weekends.
- Proficient in working with and producing content for social media, specifically Instagram.

Graduate Assistantship Remuneration and Obligations:

- The Graduate Assistant shall work in-person 20 hours per week throughout the academic year. This will mostly be done in the established business hours; however, some night and weekend supervision and event coverage is expected.
- Tuition waiver for 6 credits for the Fall 2022 and Spring 2022 semesters
- Receive an academic-year long stipend of $5,000, paid biweekly
- The Graduate Student Employees Union (GSEU) allows for personal or family sick accrued time in your second semester. Accrued days are eligible while classes are in session (January 23, 2023 – May 18, 2023) and only for legitimate sick time.

Additional Commitment and Benefits Provided by the Center for Student Engagement:
This position is uniquely designed by the Center for Student Engagement. The Center for Student Engagement has an additional period of service:

- The term of the contract period shall begin Monday, August 8, 2022, and concludes Thursday, May 18, 2023
- The Graduate Assistant shall keep 25 hours per week for the two weeks immediately prior to the fall and spring semesters when classes are not in session, as follows:
  - 25 hours the week of August 8
  - 25 hours the week of August 15
  - 25 hours the week of January 9
  - 25 hours the week January 16
- The Graduate Assistant shall serve on weekend duty coverage for the center 4-5 weekends per semester

As a result of the additional commitments, the following unique benefits are offered the person in the position:
• An additional yearly stipend of $2,296 paid hourly at a rate of $14.00 for the extra service periods
• A $500 credit per semester meal allowance in dining dollars

**Job Description:**
Duties may include, but are not limited to:

• Create, implement, institute and support various diversity, equity, inclusion, justice and belonging programs and events for ethnically and culturally diverse students and student organizations.
• Provide administrative support and serve as a liaison for the Stepping into Diversity Leadership Program and the Center for Student Engagement (Assistant Director of Intercultural Relations); including but not limited to updating website, support in the management of the EVERFI training for new and transfer students and assisting in the implementation of DEI programming content on campus.
• Cultivate marketing initiatives for the promotion of Stepping into Diversity and other diversity, equity, inclusion, justice and belonging initiatives on-campus.
• Develop innovative social media content in order to inform and connect with current and prospective students regarding Stepping into Diversity Leadership Program and campus diversity, equity, inclusion, justice and belonging initiatives.
• Support diversity, equity. Inclusion, justice and belonging training for new and transfer students during Orientation and student leaders i.e. RA’s, SMP/EOP Mentors/Liaison, Student Association, etc.) annually.
• Form and implement assessment of the Stepping into Diversity and other diversity, equity, inclusion, justice and belonging related programs.
• Assist in the facilitation of Community Gatherings and Conversations and routine check-ins with culturally and ethnically diverse student organization leaders.
• Support the Stepping into Diversity Program by supporting inter/intra DEI campus events, and co-facilitating workshops, Community Gatherings and Conversations.
• Research multicultural and community building initiatives in place at other institutions to support the Multicultural Working Group.
• Support and assist in the development of a DEI Living and Learning Community with Residence Life, including the curriculum design of a 1 credit course for both the fall and the spring semesters (likely to launch Fall 2023).

**To Apply:**
Please submit a letter of interest and resume to Edward Lawson, Jr., JD, MBA, Assistant Director, Intercultural Relations – Center for Student Engagement: Lawsone@newpaltz.edu