

## **Graduate Assistantship in the Dept. of Diversity & Inclusion (DDI)**

The Department of Diversity and Inclusion at Arkansas Tech University is seeking a high-energy, student-focused individual interested in making a positive impact in the lives of our students. This department focuses its efforts on enhancing the experience of underrepresented students. While creating a campus environment and culture that celebrates inclusiveness and multiculturalism, DDI aims to impact students to graduation. The Department of Diversity and Inclusion will also coordinate related university wide trainings, workshops and programmatic efforts. The ideal graduate assistant will also gain ample experience within professional competency areas identified by NASPA (Student Affairs Administrators in Higher Education) such as Leadership, Social Justice and Inclusion, Personal and Ethical Foundations, and Student Learning and Development.

### **Position Description**

Assist with the development and programmatic efforts of cultural based registered student organizations:

- Serve as a liaison to existing multi-cultural organizations
- Conduct cultural based focus groups to aid in member recruitment of registered student organizations
- Work to maximize organization's programming efforts

Assist with the implementation of diversity and inclusion trainings, workshops and educational initiatives:

- Help facilitate cultural competency presentations and workshops for student organizations, student leadership teams, faculty, staff, and the campus community

Assist in the student success of underrepresented students:

- Conduct focus groups and surveys about underrepresented student needs.
- Communicate with underrepresented students on registering for classes in a timely manner.
- Partner with other offices to enhance student success for underrepresented students.

Aid in the development and implementation of campus wide annual programmatic efforts in the following areas:

- Cultural based heritage days/weeks/months (i.e. Black History, Hispanic Heritage and Women's Months)
  - Nationally sponsored days/weeks/months of recognition (i.e. International Pronouns Day to support the LGBTQ+ community)
  - Related advocacy and inclusiveness initiatives (i.e. MLK March/Day of Service)
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- ✓ Plan and execute DDI's semi-annual Multicultural Stole Ceremony for underrepresented graduating seniors/grad students at the end of each semester.
  - ✓ Order food, supplies, utensils, and any other merchandise needed for specific DDI-hosted events.
  - ✓ Assist in collaborative programming with the Department of Student Success to ensure that programs and services offered are meeting the needs of underrepresented students.
  - ✓ Work in partnership with the Department of Campus Life to engage underrepresented populations into existing initiatives including the co-curricular experience, leadership and service programs, Greek Life, Student Activities and New Student Orientation.
  - ✓ Work closely with International Student Services (ISS) to help international students have a positive transition to campus and America, and assist with their specific cultural celebrations on campus.

- ✓ Assist with the maintenance of the Department of Diversity and Inclusion's social media pages; i.e. take photos during DDI's events and post them; post reminders of events on DDI's social media
- ✓ Represent the Department of Diversity and Inclusion along with other DDI staff at College Preview Days, Time Out for Tech Days, Family Days, Organizational Fairs, etc.

**Requirements**

The minimal requirements for a candidate seeking this assistantship opportunity is a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a Master's degree seeking graduate student, a completed background check, and availability to begin working before on by July 29, 2019. The Diversity and Inclusion Graduate Assistant will be required to work 20 hours per week. Effective oral and written communication skills, as well as the ability to form positive relationships with students are desired.

**Remuneration**

Monthly stipend divided over a 12 month contract

**How to Apply**

Please submit a cover letter, resume, and three professional references to:  
Handshake link...??