

Graduate Assistant for Chief Diversity Officer

I. Employer/ College Name and Address

Chief Diversity Officer/ Academic Affairs

II. Department Name

Center for Diversity and Inclusion

III. Position Location

Center for Diversity and Inclusion, Bart Luedeke Center, Ground Floor

IV. Name of Supervisor

Dr. Heeyoung Kim

V. Position Name/Classification

The Graduate Assistant for the Chief Diversity Officer

VI. Purpose/Role

Through a range of Diversity, Equity and Inclusion (DEI) initiatives, Rider University strives to maintain an environment that upholds our commitment to embrace, respect and value the diverse voices, experiences and perspectives that shape our community. Explore the ongoing efforts that we've put in place to continue to cultivate an inclusive campus where students, faculty and staff feel welcomed, safe and supported.

The Diversity at Rider provides an array of resources, educational opportunities, and community initiatives designed to support the recruitment, retention, personal and professional development of all students, faculty and staff. The Graduate Assistant is responsible for assisting the Chief Diversity Officer (CDO) and the Center for Diversity and Inclusion in the development of inclusion programs and initiatives.

VII. Duties and Responsibilities

The Graduate Assistant will:

- Assist with the development, coordination and implementation of educational, cultural, and inclusion programs across the University
- Serve as secretary on committees, work groups and task forces at the request of the CDO
- Assist in facilitating focus groups, analyzing data, training staff, creating summaries/reports of current and previous data, and reports related to diversity and inclusion and training
- Continue to provide awareness about current and emerging issues, needs, and concerns related to diversity, equity, and inclusion (DEI) and gender diversity among students
- Develop and maintain a central and living repository of self-education materials on anti-bias, anti-racism, and equitable practices
- Assist the CDO in developing effective forms of communication with community members. This may include website content/development, contribution to newsletters, and providing materials

- Contribute to social media presence and other campus initiatives that represent diversity and Inclusion
- Adhere to a code of confidentiality related to constituents or other important information
- Attend and participate in CDI trainings, meetings, and committees.
- Other duties to be assigned by the CDO, in addition to assisting with general office tasks such as respond to inquiries and requests from students and community members via telephone, email, or personal office visit
- Report to the CDO and provide day-to-day assistance for the provision of office services

VIII. Qualifications

- A graduate student enrolled at Rider University in good standing
- Availability for 20 hours per week average commitment
- Availability to work in the late afternoon and evening in the CDI office
- Passion for and commitment to advancing diversity, equity & inclusion as part of professional interests and goals
- Knowledge of issues and context of anti-racism, diversity, equity, & inclusion work in higher education
- Experience with planning and implementing educational programs and discussion forums.
- Demonstrate organizational skills, project management skills, reliability, and follow-through on tasks and communications
- Solid technical skills e.g., use of online systems and tools, spreadsheets, data analysis tools, etc.

Preferred Qualifications

- Experience working face-to-face with college student populations in venues such as Student Life or other forms of student outreach and/or support
- Knowledge of issues and literature related to race and technology and anti-racist pedagogy

IX. Wage Rate/Range

- 6 credits tuition remission per Fall and Spring Semester
- \$15.37 per hour

X. Additional Compensation (if applicable)