The Office For Diversity and Inclusion is an Equal Employment Opportunity/Affirmative Action employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, they should let us know. Feel free to check out our website by clicking here.

To apply, please email katherine.mccarthy@maine.edu with a resume to connect for a 30-minute interview.

Application closes September 2nd, 2022

Position start: The week of September 19, 2022

Mandatory Orientation: Saturday, September 23rd, 2022 from 10am-2pm. Lunch included.

Office for Diversity and Inclusion: Undergraduate Student Lead (ODI Lead)
Department Summary:

The Office for Diversity and Inclusion (ODI) supports diversity and inclusion centered programs at the University of Maine. The mission of ODI is as follows:

The Office for Diversity and Inclusion serves as a vital and integral resource for students and employees in the areas of equity, inclusion and diversity. The office is dedicated to: 1) supporting University of Maine students from historically underrepresented identities, including but not limited to: sexuality, race, gender identity, spirituality, ethnicity, ability, religion, nationality, socio-economic status, and others; and 2) providing awareness and education to the entire university community around issues of equity, diversity, inclusion and privilege.

We address these priorities by providing safe, welcoming centers and through regular celebratory, educational and thought-provoking offerings including but not limited to: Safe Zone and Inclusion training programs, Lunch and Learn sessions, panel discussions, and outreach to students, staff and faculty.

Through our presence in the Rainbow Resource Center, the Intersectional Feminist Resource Center and the Multicultural Student Center, we serve as a visible hub for students. The ODI reaches out across our campus and into the surrounding community as well in order to help create a climate of respect, of celebration of difference, and of well-being and safety.

Title: ODI Student Lead (ODI Lead)
Department: Student Life
Reports to: Graduate Assistants (GA)

Position Description

The ODI Lead position is a semesterly, 10-15 hours per week position that will report to the GAs for Diversity and Inclusion and is responsible for supporting the ODI mission primarily through creating a welcoming and inclusive space in ODI centers, program planning, and staffing other ODI events as needed. The ODI Lead will gain practical experience through supporting students, event planning, working on a team of 8 or more ODI leads, and collaborating with student organizations on campus. There will also be opportunities for contributing to the ODI newsletter and social media, leading dialogues, and
co-facilitating trainings, if the candidate is interested. With the GAs for ODI, ODI Leads will work to increase student involvement and to enhance students’ collegiate experience through creative learning and community-building initiatives that span and move beyond the three physical spaces we maintain.

Undergraduate student staff are an integral part of the Office in educating and engaging the campus community. Students are tasked with responsibilities within the three centers and responsibilities related to the Office. With the Graduate Assistant, student staff are tasked with planning and implementing ODI programming and maintaining the three centers. Student staff work 5-15 hours per week in ODI centers or at ODI programming on weekdays and some weekends (Lavender Grad, Intercultural Mic Night, Drag Show, etc.)

**Work-study funds are preferred, but not required.**

**Center Responsibilities**

- Be friendly, helpful, and welcoming to create pathways for engagement within the centers
- Show a passion for or willingness to participate in conversations around diversity, inclusion and equity with people with various levels of understanding and commitment to them
- Be knowledgeable about supports services on and off campus, who works in ODI, and who to make referrals to
- Be knowledgeable about upcoming events, deadlines, workshops, and encourage participation
- Maintain an inclusive environment in our centers and anywhere you represent the office on campus
- Answer the phone, take messages, and transfer calls
- Open/close centers when needed
- Maintain ODI bulletin boards and cleanliness of centers
- Collaborate and communicate across centers and other departments

**ODI Responsibilities**

- Plan and implement student-led programming with the help of the GAs
- Attend weekly staff meetings and staff orientation
- Assist with and staff ODI events, such as Hair Care Fair, Family Feast, Lunch and Learns, Drag Show, Intercultural Mic Night, and others
• Create marketing material and social media content to be circulated in the campus-wide community

**Other potential responsibilities if candidate is interested**

• Assist the GA for Training in the planning and facilitation of trainings and ODI information sessions
• Assist with the ODI weekly newsletters
• Contribute to social media
• Lead dialogues at programs

To apply, please email katherine.mccarthy@maine.edu with a resume to connect for a 30-minute interview in August.