

Office for Diversity and Inclusion: Graduate Assistant (3 positions available)

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: Graduate Assistant (GA) for Diversity and Inclusion

Department: Student Life

Reports to: Director for Diversity and Inclusion

Position Description:

The Graduate Assistant (GA) is a nine-month, (mid-August to mid-May as determined in conjunction with the Director) 20 hours per week position that will report to the Director for Diversity and Inclusion and is responsible for supporting the ODI mission through various initiatives. The GA will gain practical experience through supporting students, advising student groups, participating in committee work, event planning, student staff supervision, and collaborating with a diverse group of students, faculty, staff, and community partners. They will also have opportunities to create, facilitate and implement training sessions around DEI related topics. The ODI Graduate Assistants 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.

The ODI Graduate Assistants will work to facilitate student learning and empowerment by mentoring students, leading educational programs, promoting leadership development, and helping to foster and sustain an affirming and supportive campus climate for historically underrepresented students. Applicants for this position must demonstrate a high level of

intercultural competency skills. The preferred candidate must have an understanding of diversity, equity, inclusion, and intersectionality. The ability to create a welcoming environment, be approachable and kind, and communicate effectively with a diverse student population is crucial. An interest in helping college students in their academic careers, leadership training skills, and presentation skills are also desirable.

Responsibilities:

- Serve as a resource for students seeking support and/or information in our centers.
- Help facilitate conversations around diversity, inclusion and equity with people with various levels of understanding and commitment to them.
- Maintain an inclusive environment in our centers and anywhere you represent the office on campus.
- Create a diverse and robust schedule of programming in partnership with the Director, staff and other Graduate Assistants, and student staff that recognize and celebrate the wide range of marginalized communities we support. Examples of events and programs we are responsible for include Coming Out Week, Pride Week, Diversity Week, ODI Thanksgiving, various heritage and cultural history months, support groups, and various religious/spiritual observances and holidays.
- Provide timely feedback and mid-year and end-of-year assessments to evaluate work study contributions to the Centers and to ODI.
- Create and maintain schedules for student staff, taking into account their availability, the staffing needs of our centers, and programming priorities.
- Serve as a resource to student organizations on campus.
- Responsible for managing requests from campus groups and organizations seeking to reserve the centers for meetings and/or events.
- Responsible for daily operations of the centers.
- Serve as a reserve trainer for one or more of the training offerings available through the ODI.
- Collaborate with other teams within the Division of Student Life, across campus, and within the local community on events and initiatives.
- Hiring, training and professional development of student staff
- Perform other reasonable tasks related to the position as assigned.

Required Qualifications:

- Eligible for Federal Work-Study.
- Have earned a Bachelor's Degree.
- Enrolled full-time in a graduate program at the University of Maine.
- Candidates must have a strong understanding of the needs of diverse and underrepresented communities.
- Flexibility to work evenings and weekends for programs as needed.
- Strong time management skills

Preferred Qualifications:

- Involvement as an undergraduate student in areas such as clubs and organizations, student government, residence life, orientation, multicultural student organizations, leadership, service or related areas is preferred.
- Excellent interpersonal communication, leadership, organization, and administrative skills.
- Ability to develop and maintain professional and collaborative relationships with areas of campus including staff and faculty.
- Demonstrated commitment to student development issues as they relate to student retention, engagement, and success.
- Ability to effectively plan and organize programs and projects.
- Ability to think critically, problem solve, and make sound decisions.
- Training and presentation skills.

Supervisory Responsibilities:

- The Graduate Assistant will co-supervise student workers.

Work Environment Dynamics:

The Graduate Assistant will establish office hours in consultation with the Director. Evening and weekend work will be required to successfully fulfill the responsibilities of this position. The Director may adjust the work schedule as necessary. Please send a cover letter and resume to Anila Karunakar, Director for Diversity and Inclusion at anila.karunakar@maine.edu.