

Residence Education and Housing Services
Graduate Assistant for Diversity and Inclusion
Job Description

Basic Function:

This position's primary responsibility is to support and assist Residence Education and Housing Services (REHS) with the design of its training curriculum on Intercultural Competence. This position is responsible for collaborating with campus partners to coordinate staff training, data analysis of training assessments and recruitment trends, strategic planning to recruit and advertise to diverse populations, research regarding best practices, and generally assisting with staff recruitment, selection, and training for live-in staff. This is a half-time graduate assistantship position which requires approximately 20 hours per week. This is a 9-month position, with the possibility of summer employment. Summer employment is based upon available funding and positive performance during the academic year.

Residence Education and Housing Services team members are committed to the following principles: 1) student learning, engagement, and development through the neighborhood model, 2) intercultural learning and inclusion; 3) restorative justice principles, and 4) sustainable practices. They understand and appreciate the fact that they are the primary custodians of the Residence Education and Housing Services brand and work in a culture of accountability to ensure the brand is strengthened through daily actions.

Responsibilities:

- The Graduate Assistant (GA) for Diversity and Inclusion will assist in coordinating aspects of departmental diversity and inclusion projects/initiatives, some data collection, data entry and analysis, synthesizing information, report writing, and presentation of results to a variety of stakeholders.
- Advise and assist with development or selection of workplace climate assessment tools.
- Assist with preparing presentations and reports related to diversity and inclusion and training.
- Assist with the development and presentation regarding recruitment and selection trends for Resident Assistant, Graduate, and live-in professional staff.
- Monitor and assess research trends applicable to diversity and inclusion and staff development.
- Attend and participate in REHS trainings, meetings, and committees.
- Other responsibilities may include the planning and execution of special events.
- Other duties as assigned.

Qualifications:

The ability to write on a scholarly level and the basic knowledge of qualitative research methods and analysis are necessary for this position. In addition to this, the person must be able to present in front of varied audiences. The ideal candidate would possess knowledge of Microsoft Office Suite. Ability to interact with a diverse population, good written and verbal communication skills. Familiarity with higher education industry norms is beneficial.

Conditions of Employment:

- A resume and cover letter are required as part of the application process.
- Appointment is contingent upon a completed BA/BS and acceptance into a degree-granting graduate program at Michigan State University.
- The assistantship is intended to increase the GA's knowledge and skills of best practices in diversity and inclusion, training and development and research.
- Preference will be given to candidates with strong organizational, administrative, leadership, and training skills.
- Must enroll for a minimum of six credits and may carry a maximum of twelve credits per semester (fall and spring).
- A minimum 3.0 grade point average must be maintained during the period of employment.
- Responsible for fees and tuition associated with their graduate program, beyond the nine credit tuition waiver.

Supervision Received:

The Graduate Assistant for Diversity and Inclusion reports to and is supervised by the Staff Recruitment, Selection and Training Coordinator for Residence Education and Housing Services. Contact is expected on a regular and frequent basis, including weekly one-on-one meetings. Written reports may be expected concerning specific situations. Decisions involving delegated areas should be communicated to the Staff Recruitment, Selection, and Training Coordinator (or designee), and are often made in consultation with him or her.

Physical Effort:

Mildly disagreeable working conditions involve working in an environment with limited privacy and potential for a low level of excessive noise. The Graduate Assistant for Diversity and Inclusion may be expected to work evening and weekend hours on a limited basis.

Remuneration:

- Nine-month stipend, paid bi-weekly
- Qualification for in-state tuition rates
- Matriculation fee waiver
- Single-person health insurance paid for by the University
- Financial support for conference attendance, departmental involvement opportunities and training may also be available upon request.

NOTE: Please check with your Graduate Program to see if there is an additional fee added in to the MSU base tuition rate. These additional fees are not included in the Graduate Assistantship tuition waiver.

For more information about fees, please see this website:

http://www.ctrl.msu.edu/COSTudentAccounts/Tuition_Fees_MainMenu.aspx