Graduate Staff Assistant, Diversity Programming
Diversity & Equity, SAEM
Northern Illinois University

Graduate Staff Assistant (GA) Position: This GA reports to the Assistant Vice President for Diversity and Equity and assists with the planning, execution, and assessment of the social justice and diversity education. The candidate must have a bachelor's degree from an accredited institution of higher learning and be enrolled in a Master's degree program at Northern Illinois University. Some evening and weekend hours are required.

Duties and Responsibilities
1. Provide support for all social justice and diversity education and programming initiatives in the Office of Diversity and Equity (Dialogues on Diversity, Unity in Diversity, etc.) which may include but not be limited to the following: staffing events, making logistical reservations and arrangements for events, contacting and working with other departments and collaborators, and performing independent research.
2. Promote and market Diversity and Equity programs at promotional tables, involvement fairs, and through social media.
3. Compile assessment data and reports for all programs.
4. Provide support to Diversity Training Coordinator as needed.
5. Assist with general office duties when necessary, including answering phones, taking accurate messages, checking the center’s email, responding to room reservation requests, assisting visitors, typing correspondence, filing and data entry.
6. Meet regularly with key campus partners to increase outreach of diversity efforts.
7. Perform other duties as assigned.

Minimum Knowledge, Skill and Abilities
- A strong desire to work in a collaborative environment with people from diverse/different backgrounds.
- Experience and interest in multicultural, social justice, and diversity issues and leadership development.
- Proficiency in Microsoft Word, Publisher, Excel, Outlook.
- Excellent written and oral communication skills.
- Ability to organize, file, and maintain office documents.
- Excellent interpersonal/customer service skills.

Requirements:
Admitted to NIU’s graduate school and enrolled in a graduate course of study at NIU; must work well with diverse groups of people at all levels; must be responsible and able to work independently, and must be capable of managing multiple tasks and pay particular attention to detail.

Hours/Schedule
Work hours are 20 hours per week, served primarily Monday through Friday between 8:00 – 4:30. Some evenings and weekend hours are required.

Salary/Compensation for a Aug 16, 2016 - May 15, 2017 month, 20 hours per week position include:
- Start Date: August 16, 2016
- Salary: $500 semi-monthly
- Housing in residence hall: no
- Meal Plan: no
- Other Benefits: no