Graduate Staff Assistant, Assessment Planning
Diversity & Equity, SAEM
Northern Illinois University

Graduate Staff Assistant (GA) Position: The GA provides support and serves as a graduate staff assistant for the Diversity & Equity Office and reports to the Assistant Vice President (AVP) for Student Affairs. This individual will assist with data collection, database development and research/assessment of programs directed by the AVP’s Collaborative Community departments – Asian American Center, Career Services, Gender & Sexuality Resource Center, Latino Resource Center, and Military Support Services, Off-Campus & Non-Traditional Support Services. This individual will also develop and maintain the office’s web and social media presence.

Duties and Responsibilities

- Responsible for supporting the planning and assessment activities for the Diversity and Equity Collaborative Community (which includes data collection, development of qualitative and quantitative assessment instruments, and research).
- Develop and maintain the office’s web and social media presence.
- Provide support to the Diversity Training Coordinator, as needed.
- Create formal assessment reports.
- Assist with general office duties when necessary, including answering phones, taking accurate messages, checking the office’s e-mail, typing correspondence, filing, data entry.
- 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.
- Strong writing skills **required**
- Ability to organize, file and maintain office documents
- Proficiency in Qualtrics, Excel, PowerPoint, Publisher, and Outlook
- Excellent interpersonal/customer service skills
- High level of initiative and ability to work independently

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 – 430. 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