

HILBERT COLLEGE

HILBERT COLLEGE GRADUATE ASSISTANTSHIP OPPORTUNITY

2023-2024 Academic Year

JOB TITLE: Graduate Assistant – Diversity, Equity, & Inclusion

REPORTS TO: Vice President for Mission & Equity

Job Summary: The Diversity, Equity, and Inclusion (DEI) Graduate Assistant is a part-time, ten-month position responsible for supporting the Office of Mission & Equity. This position is responsible for promoting the Catholic, Franciscan mission and core values of Hilbert College and enhancing the overall educational experience of students through development of, exposure to, and participation in social, intellectual, cultural, and leadership, opportunities. This position is responsible for assisting in creating a diverse community that is inclusive, supportive, and responsive of all students, staff, and faculty.

Additionally, this position will assist in providing DEI development and engagement opportunities aimed to enhance student learning outcomes, strengthen students sense of community, connectedness/ belonging, and support student success. The Graduate Assistant is expected to maintain office hours in weeks while classes are in session and in additional weeks as the workload dictates. This position will include some evening and weekend hours.

DEI Responsibilities

- Develop, implement, and assess student DEI workshops and events
- Organize and lead community engagement opportunities for students and alumni with focus on DEI initiatives
- Assist with implementing the Mission and Equity Student Ambassador Program
- Assist with implementing, coordinating, and assessing a Mentoring Program for underrepresented students
- Serve as a liaison for student affinity groups in the development of on and off campus service activities
- Assist VP with implementing college-wide Cultural Competency Certificate
- Plan and facilitate Diversity, History and Awareness Months Initiatives
- Assist coordinating DEI campus wide events
- Assist with facilitating DEI trainings for students
- Develop and implement a student support group that will allow for underrepresented students voices to be heard
- Complete appropriate assessments and paperwork in a timely fashion including program evaluation and semester reports
- Communicate with VP for Mission & Equity on a regular basis
- Perform other duties as assigned by the VP for Mission & Equity

Administrative Responsibilities

- Co-supervise Mission and Equity Ambassador student(s) with the VP for Mission & Equity and Campus Ministry volunteer.
- Market and promote department services, workshops, and events utilizing print, electronic and social media
- Conduct office-wide assessment projects using Survey Monkey
- Attend staff meetings, college-wide development meetings, and external meetings and functions
- Serve on the Committee for Diversity and inclusion (CDI)
- Collaborate as needed with other departments and offices to meet the needs of Hilbert College students
- Participate in Orientation activities, Open House, Accepted Students Day, and other Mission & Equity and college-wide events as needed
- Adhere to all college policies and procedures

Requirements/Qualifications:

- Enrolled full-time in a Master's or Doctoral program leading to student affairs work in higher education or related field
- Strong computer, communication, planning, organization, presentation, and interpersonal skills
- Demonstrated experience with academic, social, and/ or cultural programming
- Proficient in social media platforms
- Ability to work with minimal supervision
- Ability to communicate effectively with people from different social, cultural, and educational backgrounds.
- Willingness to work with individuals from different racial, ethnic, gender, sexual, orientation/ expression, nationality, social, religious, and economic backgrounds
- Flexibility to work evening and weekend hours as necessary

Term: August 1, 2023 – May 31, 2024, 20 hours per week

Compensation:

- \$6,000 annual stipend
- \$3,000 towards the cost of tuition (3 credit hours - \$1,500 per semester)
- Free Hilbert College parking pass

Additional "benefits":

- Fun, flexible, supportive working environment
- Exposure to the Catholic, Franciscan tradition in a higher education setting
- Opportunity to be involved in national, state, and regional associations
- Familiarity with campus resources, faculty, staff, and administrators
- Professional mentoring relationships with Mission and Equity staff
- Opportunity for growth and personal development

To Apply: Please submit a cover letter, resume, academic transcripts, and contact information for three professional references to Dr. Diedre DeBose, Vice President for Mission & Equity ddebose@hilbert.edu

***** Position is Pending College Budgetary Approval*****

Notice of Non-Discrimination

Pursuant to College policy, Hilbert College is committed to ensuring equal employment opportunity, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Employees, students, applicants, or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Gregory Roberts

Vice President/ Dean of Students / Title IX Coordinator

5200 South Park Avenue | Hamburg, NY 14075

Office Location: Bogel Hall 107 | Telephone: 716-649-7900 | Email: groberts@hilbert.edu

Inquiries may also be directed to the United States Department of Education - Office for Civil Rights.

Hilbert College is an Equal Opportunity