

Student Engagement & Leadership

Graduate Student Senate

Job Description: **Diversity and Equity Inclusion Coordinator**

General Summary of Position:

The Diversity Equity and Inclusion (DEI) Coordinator will organize with and for underserved and underrepresented graduate students, including people of color, women, LGBTQIA+, and Indigenous students. The coordinator will also advocate leadership in promoting educational access, equity, and retention through sustained programming around issues of gender and racial equity developed in collaboration with resource centers on campus.

General Duties and Responsibilities:

1. Help plan, coordinate, and attend all GSS events, staff meetings, and Senate meetings.
2. Maintain GSS office hours (10 hours).
3. Help maintain and update the GSS website and other GSS social media platforms.
4. Mobilize graduate students around issues of diversity, equity, and inclusion representation.
4. Serve on the Status of Diversity and Status of Women Councils and other relevant committees and councils as requested by the GSS President.
5. Participate in position training and retreats at the beginning and end of the term.
7. Collaborate with staff, officers, and the Senate on GSS campaigns related to diversity, equity, and inclusion.
6. Duties as assigned to benefit operations and functions of the GSS.
7. Maintain proper records of all attended meetings.

Diversity Equity and Inclusion Coordinator's responsibilities include, but are not limited to:

1. Organize around issues of equity, access, inclusion, and attrition.
2. Mobilize graduate students who identify as people of color, women, Indigenous, and LGBTQIA+ and assist in the implementation of efforts to challenge their underrepresentation.
3. Organize at least one event with the Center for Women and Community (CWC) each semester contingent on resource availability of the CWC.
4. Collaborate with administration and University entities to organize events that promote diversity, equity, and inclusion of students at least once a semester.
5. Organize the GSS Welcome Back Social at the beginning of each semester.
6. Increase senator participation and engagement within the GSS.

7. Maintain and communicate through the GSS website and mailing list regarding programming relevant to these groups.
8. Collaborate with the UMass Office on Diversity Equity and Inclusion and other campus entities to identify resources for graduate students.
9. Form and chair an ad hoc committee for Diversity, Equity and Inclusion.

Minimum Required Qualifications:

1. Enrollment as a graduate student in good standing during the entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.

STUDENT ENGAGEMENT AND LEADERSHIP (SEL)

APPLICATION FOR GRADUATE ASSISTANTSHIP (GA) POSITIONS IN 2022-2023

Use this form to apply for GAs under Student Engagement: Student Activities and Involvement, Student Organization Resource Center, Fraternities and Sororities Program, Center for Student Business, Student Union Craft Center, Student Union Art Gallery, and **Graduate Student Senate**. Please submit your application, resume and cover letter by February 15th, 2023.*

Email completed application form, resume, and cover letter(s) to GAsearchGSS@umass.edu email any questions to Amy Helstowski @ amydh@umass.edu or you can reach her at 413-835-5825

List the Position title of the SEL graduate assistantship(s) you are applying for or being appointed to:

PERSONAL DATA

Legal Name: Last, First, Mi _____

Campus/Student/SPIRE ID (required if admitted to UMass) _____

Do you have a student visa? Yes No If Yes: you may work 20 hrs. Max when enrolled; 40 hrs. Intersession, summer

Local Address if available: #/Street, PO Box City, State, Zip _____

Phone (s) (required) _____

Email (s) (required) _____

Permanent Address if different #/Street PO Box City, State, Zip _____

Have you worked at UMass before? Yes_ No___ Employee ID (optional): _____

Have you been appointed as a graduate assistant at UMass before? Yes __ No __

ACADEMIC PROGRAM (Combined credit and work hours over 40 require GPD pre-approval. If a direct correlation between job duties and degree program is not apparent, a GPD memo will be required describing that)

College and Graduate Program Admitted to or Enrolled in: _____

Graduate Program Asst., Coordinator, or Secretary-Name/contact info: _____

Graduate Program Director (GPD) Name _____

GPD Building/Rm _____ GPD Phone _____

Credit Hrs _____ Total hours/week you will work in **other** campus jobs _____

Times Available to Work in this job _____

Are you an incoming graduate student? Yes __ No___

PROFESSIONAL REFERENCES (If not on your resume, list here)

1. Name _____ Phone/email _____

2. Name _____ Phone/email _____

Please answer the following; this information will be used ONLY if you are hired.

Do you have a Work Study Award? Amount _____ None _____

Do you, or, will you, work elsewhere on campus? Yes __ No: __ (all pay is combined into one check.)