Position Dates: 2/15/21-6/30/21

Hours: Up to 29 Hours Per Week

Supervisor: Assistant Director, Student Diversity and Inclusion

Under the general direction of the Assistant Director for Student Diversity & Inclusion (SDI), the Student Diversity and Inclusion Program Assistant temporary non-benefitted miscellaneous wage position is responsible for assisting in providing support for diversity and inclusion related programming at the University of Delaware. Additionally, the Program Assistant will assist in SDI’s advisement for undergraduate and graduate students. The position will also assist in supporting students across all populations and encourage a space where all students feel welcomed and valued.

Major Responsibilities for Service-Learning Program Assistant:

- Assist in advising affinity-based councils and registered student groups for undergraduate and graduate students (e.g. Asian American, LGBTQ+, Latinx and First-Generation college students)
- Attend weekly affinity-based council and registered student group executive board meetings
- Assist in the development of program coordination policies and procedures
- Attend virtual or in-person events sponsored by SDI
- Provide assistance and supportive resources for Students of Color, LGBTQ+ and First Generation Students and their intersecting identities and backgrounds, including student-run registered organization by attending meetings and events sponsored by RSOs
- Assist in the coordination of diversity and inclusion event planning (i.e., room reservations, catering, marketing and promotion; preparation and ordering of materials and resources) for SDI events and programs, including the Seeds of Change Speaker Series, Monthly Social Media Book Giveaways, and end of year affinity-based celebration events
- Assist in collecting, developing and updating SDI content for webpages, social media channels, resource fairs, newsletters, and additional annual and new events
- Complete any special projects as requested by Assistant Director, including assistance with SDI communications and assessment
- Other SDI duties as assigned

Qualifications:

- Bachelor’s degree in related field and one-year related experience
- Experience working with college students
- Excellent written and verbal communication skills
• Direct and professional work experiences in diversity, equity, and inclusion with students in higher education preferred
• Ability to work effectively in diverse teams and leverage strengths of diversity to engage all students
• Knowledge of relevant technology including Microsoft Office, Google Apps and project management applications
• Effective team building and leadership skills
• Excellent and effective oral and written communication skills
• Availability to work evening and weekend hours
• Knowledge of leadership development and/or training
• Skills in independent judgment to plan, prioritize and organize a diversified workload with attention to detail

For more information about the position please contact Rachel Garcia, Assistant Director, Student Diversity & Inclusion, regarcia@udel.edu