**OFFICE OF DIVERSITY, EQUITY AND INCLUSION
GRADUATE ASSISTANT**

The Office of Diversity, Equity and Inclusion (DEI) is currently accepting applications for graduate assistant positions. **Apply now.**

**BASIC FUNCTION AND RESPONSIBILITY**:
The primary role of the DEI graduate assistant is to assist in advancing NMU’s diversity, equity and inclusion efforts. The graduate assistant will report to the Dean of Students until a permanent Manager of DEI Affairs is hired. They will collaborate with offices across campus, such as: Equity and Inclusion Programs, Disability Services, International Programs (including Study Abroad), McNair Scholars, the Center for Native American Studies, and Veteran Student Services.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**:

1. Maintain twenty (20) hours per week in the Office of Diversity and Inclusion in support of DEI events and programs. Day, evening and weekend hours may be required.
2. Assist with planning, promoting and implementing of DEIB events and celebrations
3. Serve as point person or support staff at DEIB events as assigned
4. Assist with meetings with student groups and classes to promote DEI efforts and opportunities
5. Assist with DEI training for students, faculty and staff
6. Assist students involved in King Chavez Parks (KCP) programs
7. Front office coverage as necessary
8. Utilize university computer programs
9. Maintain records regarding relevant activities
10. Perform other duties as assigned

**MINIMUM QUALIFICATIONS**:

1. Be enrolled in a graduate program with regular status
2. Be enrolled in a minimum of six (6) credits
3. Free from any type of social probation
4. Maintain satisfactory academic progress with at least a 3.0 GPA in your classes
5. Meet any and all other qualifications as stated in the [Graduate Assistant Handbook](http://www.nmu.edu/graduatestudies/node/23) through the College of Graduate Studies and Research

**DESIRED QUALIFICATIONS**:

1. Have personal, student or professional experience with Asian-Pacific, BIPOC, Disability, International, LGBT+ or Veteran populations
2. Excellent communication skills
3. Experience with event coordination, event marketing and/or student service work
4. Experience in student organization leadership and membership, especially those supporting underrepresented populations.

**SALARY**:

$10,800/academic year

16 hours of graduate credit/academic year

**HOW TO APPLY:**

Return [completed application](https://nmu.edu/graduatestudies/sites/graduatestudies/files/2022-06/Graduate%20Assistantship%20Application.docx), resume, and cover letter to the Dean of Students Office.

Please review the [Graduate Assistant Handbook](http://www.nmu.edu/graduatestudies/node/23) for additional information about assistantships at NMU.