

DEI Programming & Outreach Graduate Student Assistantship Revised Job Description

DEI Programming & Outreach (30%)

- Create DEI programming for student body (one event per semester)
- Create, collaborate, and/or enact inclusive recruitment and outreach initiatives
- Design and produce regular reports to track, document, and measure outreach progress
- Perform various DEI research when needed
- Represent the school at various on and off campus DEI events
- Build relationships with educational institutions on and around campus
- Support the DEIA Coordinator as needed

Recruitment (30%)

- Participate in the recruitment of prospective students by attending programs, fairs, and open houses on and off campus
- Participate in the review and development of informational and promotional materials related to student recruitment
- Participate in the coordination of SIS prospective student information meetings
- Maintain contact with prospective students and providing information regarding School requirements and services

Administrative Duties (20%)

- Monitor the "asksis" email account
- Perform reference services for those who visit the office, call, or reach out online
- Perform additional administrative tasks upon request
- Assist SIS administrative team members in the implementation of special projects and events

FLID (15%)

- President of FLID
- Review and revise FLID by-laws (within the first semester of position)
- Host FLID general and officer meetings every month
- Represent FLID at various on and off campus events
- Assist in student engagement activities with other SIS student organizations

Professional Development & Assessment (5%)

- Complete the Professional DEI Portfolio and submit at the end of the last term in the program/position (see the Professional DEI Portfolio document for more information)

Old description: <https://sis.wayne.edu/diversity/gsa>