



WAYNE STATE

School of Information Sciences

SIS DEI Programming & Outreach Graduate Student Assistantship

The School of Information Sciences is pleased to announce the availability of the Diversity, Equity, and Inclusion Programming & Outreach Graduate Student Assistantship for Fall 2024. Applications are now being accepted.

The Diversity, Equity, and Inclusion Programming & Outreach Graduate Student Assistant plays a unique and integral role in the School of Information Sciences. This part-time, hybrid student position involves a holistic list of tasks and responsibilities, including programming and outreach, recruitment, administrative duties, student organization management, along with opportunities for professional development and assessment. The Graduate Student Assistant will be supervised by the DEIA Coordinator but will work with all SIS staff and occasionally work on projects with faculty (if needed).

The Diversity, Equity, and Inclusion Programming & Outreach Graduate Student Assistantship is only available to Wayne State University School of Information Sciences degree-seeking students.

Application submissions will close on Friday, June 28th, 2024 at 5:00pm EST.

The DEI Programming & Outreach Graduate Student Assistant (DEI GSA) connects with and recruits students from historically underrepresented backgrounds. The DEI GSA completes special projects aimed to increase information career and education awareness on and off campus through:

- Building relationships with educational institutions on and around campus
- Participating in the recruitment of prospective students by attending programs, fairs, and open houses on and off campus
- Participating in the review and development of informational and promotional materials related to student recruitment
- Participating in the coordination of SIS prospective student information meetings
- Designing and producing regular reports to track, document, and measure outreach progress
- Making appropriate recommendations for future initiatives based on program needs
- Maintaining contact with prospective students and providing information regarding School requirements and services
- Assisting SIS administrative team members in the implementation of special projects and events
- Know of an organization or person that would benefit from learning about viable educational and career opportunities in the information profession? Contact current DEI GSA Tori Robinson at torirobinson@wayne.edu, to inquire about visits, presentations and other events on and off campus.

Start Date: August 16th, 2024

Compensation: \$21,627 per academic year (subject to change in accordance with the GEOC Bargaining Agreement)

Tuition: 10 completed graduate credits per semester for Fall/Winter semester; two completed graduate credits for Spring/Summer semester. Position will cover up to 36 credits total.

Health Benefits: Choice of six medical insurance carriers, Delta Preferred dental insurance, vision care insurance

Union: Representation by the Graduate Employees Organization Committee (GEOC)

Hours: 20 hours per week. While working hours are scheduled around class meeting times, scheduling may include occasional evenings and weekends. May not hold full-time position concurrently with GSA position.

Job Duties:

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

Minimum Qualifications:

- Must be enrolled as a degree-seeking student in the School of Information Sciences
- Must have at least a 3.0 grade point average (and remain in good academic standing throughout the position)
- Demonstrated commitment to diversity, equity, inclusion, and accessibility
- Organization and communication skills (written and oral)

- Customer service skills
- Self-starter and self-motivated
- Ability to work independently and in a team setting
- Familiarity with Microsoft Office (website and graphic design skills a plus) and Wayne State systems

If you are planning to attend SIS as an international student, please be aware that SIS classes are offered online which will impact your ability to maintain your immigration status. More information may be found here: <https://oip.wayne.edu/oiss/current/status>.

Wayne State University and the GEOC recognize an obligation and reaffirm their commitment to achieve equal employment opportunity, non-discrimination, and non-harassment within the University. The University and members of the bargaining unit shall not discriminate or harass on the basis of race, color, veteran status, height, weight, ethnicity, religion, creed, political affiliation, political beliefs, membership in any social or political organization, national origin, ancestry, marital or parental status, age, gender, gender identity or expression, pregnancy, sexual orientation, disability, or HIV status, of those capable of performing their professional duties.

Questions? Please contact SIS Academic Services Officer and DEIA Coordinator Amber Case at acase@wayne.edu.