WAYNE STATE UNIVERSITY

SCHOOL OF INFORMATION SCIENCES

POSITION: Graduate Student Assistant: Diversity Outreach

Department: (1) School of Information Sciences

Contract: Beginning Winter Semester 2023, with a start date of January 3, 2023.

Compensation: Stipend = $20,686/academic year (Per Academic Year)
Full Tuition -Ten (10) completed graduate credits & Winter semester
Two (2) completed graduate credits for Spring/Summer Semester

Health Benefits: Choice of six medical insurance carriers
Delta Preferred Dental Insurance
Vision Care Insurance

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

Hours: 20 hours per week (may include an evening and weekends Saturday)

Description:

- Provide outreach and build and maintain relationships with undergraduate programs on campus and surrounding colleges about the value of graduate SLIS studies at Wayne State University with a focus on historically-underrepresented populations
- Participate in the recruitment of prospective students by attending programs, fairs, and open houses in- and off-campus; give recruiting presentations, including oral and PowerPoint, during visits

Participate in the review and development of informational and promotional materials related to student recruitment
- Participate in the coordination of SLIS prospective student information meetings
- Design and produce regular reports to track, document, and measure outreach progress; make appropriate recommendations for future initiatives based on program needs
- Maintain contact with prospective students; provide information regarding School requirements and services
- Assist SIS administrative team members in the implementation of special projects and events
- Perform other duties as assigned

Qualifications

- Must enroll or be enrolled as a graduate student in The School of Information Sciences (SIS) for the Winter 2022 semester and maintain a 3.0 grade point average.

- One year of related experience in diversity recruiting in higher education, preferred
- Proficient in a variety of computer programs including graphic design software, preferred
- Possess excellent organizational and multi-tasking skills
- Possess strong written and verbal communication skills
- Possess excellent interpersonal and public relations skills
- Strong analytical and problem solving ability
- Ability to meet established deadlines and perform duties independently
- Possess a valid driver's license and willingness to use own vehicle for local travel
- Ability to work and communicate effectively in a multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments

DEADLINE FOR SUBMISSION: November 18, 2022

Submit resume and cover letter as PDFs at: http://sis.wayne.edu/diversity/gsa.php. Applications will be accepted until **November 18, 2022.** If already attending SIS courses, the cover letter should include a summary of completed courses and anticipated graduation date.