



Job Opening: GSSA School of Social Work – Diversity, Equity and Inclusion

Title: GSSA – Office for Diversity, Equity and Inclusion, School of Social Work

Appointing Office: Office for Diversity, Equity and Inclusion

Job Summary

The School of Social Work Diversity, Equity and Inclusion (DEI) GSSA will work toward achieving goals outlined in our school's [DEI Strategic Plan](#) as part of the School's office for Diversity, Equity and Inclusion. The DEI GSSA will work closely with the DEI office Director and Program Manager, both licensed MSWs, who will provide professional level training and supervision.

The GSSA position will focus on two key areas in our DEI strategic plan -- *Education and Scholarship* and *Recruitment and Retention* -- in addition to overall coordination of our DEI plan. We have identified these activities as being particularly suitable for student learning and development and for the strengths and perspectives that a graduate student would offer.

Appointment Period: *Fall 2017* (this position is for one term with renewal contingent upon completion of performance expectations).

Estimated FTE: 50% (20 hours per week)

Compensation: This appointment provides tuition, required fees, stipend (at the GEO negotiated GSSA monthly rate), GradCare health insurance and dental insurance (Option 1).

Responsibilities

Education and Scholarship

- Coordinate among SSW Units (ex. Office of Global Activities, Continuing Education, PhD Program, Community Action and Social Change Minor)
- Evaluate relevant student, faculty or staff training workshops

Recruitment and Retention

- Work with the Office of Student Services on the planning and execution of a diversity recruitment fair
- Publicize and document relevant DEI resources in the school, on campus, and in the community
- Provide resources and support for students who experience DEI related incidents
- Outreach and support to relevant student organizations to collaborate and further the mission of their organizations, as well as the DEI Office (ex. Association of Black Social Work Students, LatinX Social Work Coalition, Nontraditional Student Network, OUTreach, SWAIR, etc.).

Coordination of DEI Activities

- Assist with coordination of the Multicultural and Gender Affairs Committee
- Work on disseminating DEI progress to the students through Monthly or Quarterly Updates
- Help plan and lead student discussions around DEI initiatives
- Develop marketing materials that incorporate DEI themes and appeals to a diverse set of audiences (website, social media, etc.)
- Develop various methods of gathering ongoing feedback on the strategic plan from students, faculty and staff

Required Qualifications

Applicants must be currently registered in a graduate program at the University of Michigan. Preference will be given to students who can work both Fall 2017 and Winter 2018 semesters.

- Familiarity and experience with diversity, equity and inclusion issues.
- Workshop and/or event planning and facilitation experience
- Ability to handle multiple projects
- Ability to collaborate in a teamed staffing approach on various efforts
- Excellent organizational skills, attention to detail, prioritization, and follow-through
- Excellent oral and written communication skills
- Strong interpersonal skills, including the ability to work and communicate effectively and professionally within the University community as well as external constituents
- Ability to work collaboratively or independently, as the task requires.
- Demonstrated competency with modern computer productivity tools including word processing, spreadsheets, databases, and presentation programs

Desired Qualifications

In addition to the required qualifications listed above, successful candidates will have:

- The ability to work, problem solve and make decisions with limited supervision
- Excellent organizational skills with demonstrated ability to prioritize, work under pressure to meet deadlines, attention to detail, and thorough and reliable follow through while handling multiple projects simultaneously
- Experience with DEI issues in graduate education, student development, leadership development, and diversity issues in higher education
- An understanding of the challenges faced by underrepresented populations in higher education
- Project management experience
- Previous experience developing resource materials
- Skills in graphic design, photography, video production, and competence with social media (Facebook, Twitter, LinkedIn, etc.) a plus
- Basic data analysis and familiarity with Qualtrics a plus

NOTE: SOME FLEXIBILITY OF SCHEDULED WORK HOURS MAY BE REQUIRED, INCLUDING EVENINGS OR WEEKENDS ON A PRIORLY SCHEDULED BASIS.

Contact Information

Questions regarding this position may be emailed to ssw-dei-office@umich.edu.

How to Apply

To apply, please submit the following materials (applicants who do not meet these requirements will not be considered):

- A cover letter is required for consideration for this position and must be attached as the first page of your resume. The letter should address your specific interest in and outline skills and experience that directly relates to this position. Please include your University affiliation and year in graduate studies
- Current resume
- A reference letter that addresses your qualifications for this particular position.
- A letter or e-mail from your academic advisor, Office of Student Services, or the Social Work Registrar confirming that you are in good academic standing, not on fellowship support, and are approved for a 50% appointment (PLEASE NOTE: this letter may be submitted separately to ssw-dei-office@umich.edu).

Application Deadline: August 7, 2017.

Selection Process

Applications will be reviewed following the application deadline and selected candidates will be contacted for an interview.

Every effort will be made to have a hiring decision by August 19, 2017.

GEO Contract Information (required)

The University will not discriminate against any applicant for employment because of race, creed, color, religion, national origin, ancestry, marital status, familial status, parental status or pregnancy status, sex, gender identity or expression, sexual orientation, age, height, weight, disability, citizenship status, veteran status, HIV antibody status, political belief, membership in any social or political organization, participation in a grievance or complaint whether formal or informal, or any other factor where the item in question will not interfere with job performance and where the employee is otherwise qualified. The University of Michigan agrees to abide by the protections afforded employees with disabilities as outlined in the rules and regulations which implement Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Information for the Office of Institutional Equity may be found at <http://hr.umich.edu/oie/contact.html> and for the University Ombuds at <http://www.umich.edu/~ombuds/>.

Unsuccessful applications will be retained for consideration in the event that there are last minute openings for available positions. In the event that an Employee does not receive his or her preferred assignment, he or she can request a written explanation or an in-person interview with the hiring agents(s) to be scheduled at a mutually agreed upon time.

This position, as posted, is subject to a collective bargaining agreement between the Regents of the University of Michigan and the Graduate Employees' Organization, American Federation of Teachers, AFL-CIO

U-M EEO/AA Statement

The University of Michigan is an equal opportunity/affirmative action employer.