

Applicants for the Office of Diversity, Equity, and Inclusion (ODEI), School of Graduate Education (SGE), Social Justice Research Center (SJRC) Graduate Administrative/Teaching Assistantship(s) must meet the following criteria:

- ☐ Accepted or enrolled in a UW graduate program
 - ☐ U.S. Citizen or permanent resident
 - ☐ Full-time enrollment (9 or more credit hours per semester) in fall and spring
 - ☐ Demonstrate academic potential and accomplishments
 - ☐ Demonstrate financial need
 - ☐ Full institutional funding not available at time of application
 - ☐ Potential to complete graduate study in 1-2 years
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JOB PURPOSE AND POSITION DESCRIPTION:

The Office of Diversity, Equity and Inclusion (ODEI) Graduate Assistant(s) will provide support to the full-time staff within the ODEI. This support includes increasing awareness and outreach of the ODEI via basic social media, email, and website management. As well as participation in ODEI events, meetings, programs, and other initiatives. This position will work collaboratively with the ODEI full-time staff to achieve goals and outcomes according to DEI best practices and to promote the values and efforts of the ODEI across UW's campus.

This is a 20 hours per week Graduate Administrative Assistant position that is vital to the diversity initiatives and retention efforts of the Office of Diversity, Equity, and Inclusion (ODEI). This position coordinates the retention programs for underrepresented graduate students in collaboration with the School of Graduate Education (SGE). This includes completing administrative, research, and funding-related duties. Attending ODEI meetings, SJRC meetings, and other meetings as needed. Requires completion of other duties as assigned. Some evening and weekend work may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Take part in formal and informal training opportunities
- Provide advice and researched opinions when necessary to ODEI staff
- Always conduct oneself in a professional and respectable manner
- Work towards goals outlined by the Vice President for DEI
- Work towards goals outlined in the Strategic Plan
- Serve on diversity-related committees around campus
- Campus climate assessment and programming efforts
- Fulfill other responsibilities as assigned
- Some evening and weekend work may be required
- Some remote/hybrid work is possible
- Attend monthly team meetings
- Coordinate the Inclusionary Global Leadership program (IGLP) and the Diverse Graduate Student Mentoring Program (DGSMP)

KNOWLEDGE, SKILLS, AND ABILITIES:

The ODEI seeks an applicant with an eagerness and willingness to learn. A passion for service and DEI is essential. The Graduate Assistant(s) will have the opportunity to experience various elements of work in higher education and in DEI best practices.

DESIRED QUALIFICATIONS:

- Creative problem-solving skills
- Self-starter with the ability to work independently
- Excellent written and verbal communication skills
- Familiarity with diverse communities and social justice platforms
- Strong planning and organizational skills
- Able to handle confidential materials and information
- Prior volunteer experience, work experience, research, or classes focused on issues of diversity, equity, inclusion and/or social justice
- Curriculum development, teaching, or presentation experience
- Strong desire to work with underrepresented populations and provide support for diversity, equity, inclusion, and social justice programs
- Strong oral, presentation, and written communication skills
- Excellent interpersonal and cross-cultural engagement skills
- Professional relationship building and collaborative skills
- Program coordination and management skills
- Ability to work independently and collaboratively on teams and with supervisor
- Time management skills and the ability to prioritize tasks to meet targeted time frames
- Data management and assessment skills
- Adapts to changes and additional training quickly
- Doctorate-level graduate student preferred
- Enthusiasm for service to marginalized identities
- Knowledge and experience of diverse communities and social justice platforms
- Adapts to changes and additional training quickly
- Passion, interest, and experience in teaching about DEI

Last Name: _____ First Name: _____ Middle Name: _____

W Number: _____ UW Employee ID # (if applicable): _____

Local Mailing Address: _____ City: _____ State: _____ Zip: _____

Perm. Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____

Email: _____ Birth date (mm/dd/yyyy): _____

Gender: Male: ☐ Female: ☐ Non-Binary: ☐

Highest Ed. Level: _____

Wyoming Resident: Yes ☐ No ☐ U.S. Citizen or permanent resident: Yes ☐ No ☐

Previous Office of Diversity, Equity, and Inclusion Graduate Assistantship recipient: Yes ☐ No ☐

Undergraduate Major: _____ Undergraduate GPA: _____

Current Class Standing: College Senior ☐ Graduate Student ☐

Graduate Major: _____ Graduate GPA: _____ Total # of Graduate Hrs.: _____

UW Graduate Degree Sought: Master's ☐ Doctoral ☐ Other ☐

Accepted into Graduate Program: Yes ☐ No ☐

American ethnic minority background: (Western Hemisphere Only)

- ☐ Asian/Pacific Islander
- ☐ Hispanic/Latino (Please specify: _____)
- ☐ American Indian/Alaska Native (Tribal Affiliation: _____)
- Are you enrolled in this Tribe? Yes ☐ No ☐
- ☐ Black/African American
- ☐ White
- ☐ Other (Please specify: _____)

Type of graduate assistantship support applying for this year: Full ☐ Half ☐

Other GA awards?: Yes ☐ No ☐

Are you a current UW employee? Yes ☐ No ☐

Will you need Student Health Insurance for the year: Yes ☐ No ☐

Briefly list collegiate institutions attended, dates, and degrees:

What was your taxable income last year? \$ _____

Number claimed on your tax return including yourself: _____

Signature: _____ Date: _____

ODEI/SJRC/SGE assists students in completing a graduate education and awards assistantships on a competitive basis for an academic year (Fall/Spring semesters). The ODEI graduate assistantship includes a tuition-and-fee waiver and a stipend for performing services (working) at UW while completing graduate studies to complete a master's or doctorate degree. Placement in the ODEI/SJRC/SGE Graduate Administrative/Teaching Assistantship(s) is for one academic year. Continuing students who wish to apply for support the following year must complete a new application. If academic progress and work performance as a graduate assistant are unsatisfactory the assistantship is subject to forfeiture or modification of the award.

A complete application includes:

- ☐ **Completed application form**
- ☐ **Cover letter**
- ☐ **Resume/CV**
- ☐ **Diversity statement**
- ☐ **List of two references with contact information**

Applications must be complete and *must be received by August 23rd*. Email PDF files to diversity@uwyo.edu.