

DEI Grad Assistant– Douglass Residential College (DRC) - Diversity, Equity, and Inclusion (DEI) Programs

Position: Graduate Assistant

Department: Diversity, Equity, and Inclusion (DEI) Programs

Location: Rutgers University, Douglass Residential College

Hours: 10-20 hours per week

Compensation: \$20 an hour

About the Position:

DRC is a supportive campus community for undergraduate students at Rutgers University - New Brunswick, built on feminist principles and practices ([link to DRC webpage](#)) Douglass Residential College is seeking a dedicated and passionate Graduate Assistant to join our Diversity, Equity, and Inclusion (DEI) team. This role is ideal for a graduate student committed to fostering an inclusive and equitable environment for all students. The Graduate Assistant will support the Senior Director in developing and implementing DEI programs, engaging with the student body, performing administrative tasks, and conducting data collection and analysis.

Key Responsibilities:

- 1. Program Development and Implementation:**
 - Assist in designing, planning, and executing DEI programs and initiatives.
 - Collaborate with campus partners to promote DEI events and activities.
 - Support the creation of educational materials and resources on DEI topics.
- 2. Student Engagement:**
 - Facilitate workshops, discussions, and events aimed at promoting diversity, equity, and inclusion.
 - Serve as a point of contact for students seeking information or support related to DEI initiatives.
 - Collect feedback from students to improve DEI programming.
- 3. Administrative Support:**
 - Perform various administrative tasks, including scheduling meetings, managing correspondence, and maintaining records.
 - Assist in the preparation of reports, presentations, and communications for the DEI team.
- 4. Data Collection and Analysis:**
 - Conduct research and collect data on DEI metrics and program outcomes.
 - Analyze data to identify trends and measure the impact of DEI initiatives.
 - Prepare data reports and presentations to inform strategic planning.

Qualifications:

- Bachelor's degree in a related field (e.g., Education, Sociology, Psychology, Social Work, Labor Studies or other relevant disciplines).
- Currently enrolled in a graduate program at Rutgers University

- Experience within feminist organizations, or organizations working on issues related to gender equity, social justice, or racial equality.
- Excellent organizational, communication, and interpersonal skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and data analysis software.
- Ability to manage multiple tasks and meet deadlines.
- Experience with event planning and program coordination is a plus.

Application Process:

To apply, please submit the following:

- A current resume or CV.
- A cover letter outlining your interest in the position and relevant experience.
- Contact information for two professional or academic references.

Contact Information:

For questions or more information about the position, please contact:

Madinah Elamin, Ed.D.
Senior Director, Diversity, Equity, and Inclusion
Douglass Residential College
melamin@echo.rutgers.edu