

2021-2022 GTA OPENNING:
Graduate Diversity Coordinator
College of Education

The College of Education (COE) is **seeking a detail-oriented and driven graduate student** to join our college. The graduate assistant will serve as the **Diversity Coordinator** for the COE and will report to Dr. Pedro Espinoza, COE Diversity Point Person (DPP).

Benefits:

- 20 hours/week; 9-month appointment
- \$631.24 biweekly stipend
- 10 hours tuition waiver/semester available

Qualifications:

- Graduate Student in good standing enrolled in at least 6 credit hours per semester.
- A STRONG interest, understanding, and commitment to Diversity and/or Multicultural programming.
- Experience with Microsoft Office programs (e.g., Outlook, Word, Excel, and PowerPoint).
- Strong written and oral communication skills.
- Ability to manage multiple projects efficiently and effectively.
- Well organized and detailed oriented

Preferred Qualifications:

- Knowledge and experience in research and data collection.
- Preference will be given to an Education candidate who is available for a 2-year commitment.

Responsibilities:

- Develop and disseminate email notices to COE faculty/staff/students and our affiliates. These email communications share important information about diversity events, happening on campus and in the community, relevant research and resources, and other related items.
- Serve with the DPP and others on the COE Diversity for Community Committee; complete reports and related work as needed.
- Create diversity-related Annual Reports and other summary reports for the COE, Chief Diversity and Inclusion Officer, and other entities as needed.
- Collaborate with COE faculty and staff to continually update the “Diversity Initiatives” webpage.
- Generate and propose new strategic goals to help maintain COE’s commitment to diversity, inclusion, equity, and justice.
- Create and distribute monthly Diversity Highlights—current events bulletins related to education, diversity, and other related topics.
- Represent the COE at campus and community diversity events and meetings as needed.
- Assist the DPP on work for the President’s Council on Multicultural Affairs (PCMA) and other related efforts.
- Support the Recruitment Coordinator and other COE staff on recruitment programming and other events as needed.
- Collaborate with COE and university faculty and staff in various capacities.

TO APPLY:

Submit a **Cover Letter**, **CV**, and **Contact Information for 3 References**
to Dr. Pedro Espinoza (pedro1@ksu.edu) by **Friday, April 2nd, 2021**