

Graduate Assistantships in Office of the President

The Associate Vice President for Inclusion and Equity is seeking two graduate assistants: one 20 hours per week position and one 10 hours per week position. Applicants should specify which of the positions is being applied for.

Reporting to the Associate Vice President, the graduate assistants will support the work of the Commission on Disability Access and Design; Commission on Ethnic Diversity; Commission on the Status of Women; and the LGBTQA Task Force. Duties include, but are not limited to: maintaining office hours; organizing and attending commission/task force meetings to include taking of minutes and distribution of minutes; coordinating events and programs sponsored by the commissions/task force; and, maintaining the commission/task force web sites.

The Graduate Assistant should have

- A strong commitment to the university's strategic plan related to inclusion, diversity, and equity initiatives
- Experience working with issues relevant to the missions of the commissions and task force
- Excellent written and oral communication skills and the ability to communicate diplomatically with diverse groups, including students, faculty, and staff
- Ability to collaborate with NAU departments and Flagstaff community to advance the university's inclusive, diversity and equity agenda
- Ability to balance concurrent projects
- Technology skills (e.g., Microsoft Word, Excel, and ability to maintain web page)
- Detail-oriented skills

Pay: Including graduate assistant benefits, \$10,500 for 20 hours per week position and \$5,250 for 10 hours per week position. Please see the [manual](#) for details.

Please e-mail the following to David Camacho, Associate Vice President for Inclusion and Equity, in application for the position at David.Camacho@nau.edu

- Letter of application
- Resume
- Contact information for two references

Review of materials will begin immediately. Contact David Camacho at David.Camacho@nau.edu or at 523-3232 with any questions.

Posted: July 26, 2013

Deadline: August 16, 2013