

Job Title: Graduate Assistant	
Supervisor: Assistant Vice Chancellor of Diversity & Inclusion	Department: Diversity & Inclusion Division
E-mail: diversity@uwlax.edu	Phone: 608-785-8539
Start Date: August 28, 2023	End Date: May 26, 2024
Compensation: \$15,000 for 9-month contract, 20 hours/week <ul style="list-style-type: none"> Financial support for one local and one regional conference Eligible for health insurance through UWL 	
About the Institution:	<p>Founded in 1909, the University of Wisconsin-La Crosse is one of 13 four-year public institutions in the University of Wisconsin System. Current undergraduate enrollment is 10,314 students with 81% Wisconsin residents. Students can participate in over 102 undergraduate programs, 30 graduate programs, and 2 doctoral programs, with an average undergraduate class size of 19. For more information, please view the university website.</p>
Position Summary & Primary Duties	<p>Serving under the supervision of the Assistant Vice Chancellor for Diversity and Inclusion (D&I), the graduate assistant will be housed in the D&I office and will be directly responsible for providing co-advising support for the Eagle Mentoring Program. In addition, the graduate assistant will assist with outgoing communication from the D&I Division in addition to providing support for campus diversity training.</p> <ol style="list-style-type: none"> Assist the Assistant Vice Chancellor (AVC) for Diversity & Inclusion with the development, coordination, and implementation of scholar’s programs. Develop and implement special projects which include, but is not limited to, initiatives to address current trends & issues, benchmarking, and program development. Collaborate with the community and UWL’s departments/units to achieve strategic initiatives, serving on committees, work groups, task forces. Maintain confidentiality in incidents and complaints related to diversity & inclusion. Assist in researching diversity & inclusion topics (i.e., hate bias incidents, LGBTQ+ news reports, trending topics nationwide or campus community that could impact campus community) and prepare reports of findings, as needed, and work with campus partners like UComm and Student Affairs. Assist with website/social media maintenance and marketing for events. Assist with EMP (Eagle Mentoring Program) planning, programming, and execution of events. Coordinate and plan with the instructor for the EMP trips and overnights and oversee interactions with students. <p>For further questions, please view the department website or contact diversity@uwlax.edu.</p>