

Full Position Description

Department: [Center for Race, Ethnicity, & Diversity Education](#)

Position Title: Graduate Apprentice for the Center for Race, Ethnicity, & Diversity Education.

Brief Overview of the Department/Program: [The Center for Race, Ethnicity, & Diversity Education](#) (CREDE) aims to advance the conversation on student diversity education campus-wide and to develop intercultural competence while providing race and ethnicity related advocacy, services, and programs to faculty, staff and students, particularly those from underrepresented and historically marginalized communities. The CREDE's vision is to become a premier contributor to creating a campus where all members exercise inclusion and individuals flourish.

Position Description: The Graduate Apprentice for the Center for Race, Ethnicity, & Diversity Education works collaboratively with the entire professional staff team to guide and mentor students, facilitate leadership development opportunities, administer signature programs, and aid with assessment and the marketing and outreach efforts of the office. Occasional night and weekend work is required.

Primary Duties:

Program Development

- Support the Associate Director and the Assistant Directors of the CREDE with the implementation, evaluation, and strengthening of the Student Mentors Advising Rising Talent (SMART) Peer Mentor Program for undergraduate students.
 - Assist with Mentors Recruitment
 - Develop and facilitate mentors' training
 - Assist with the supervision and development of SMART Student Coordinators.
- Assist Assistant Directors with ALANAM initiatives including inT/Hersections, Masculinities in ALANAM, ALANAM Council and ALANAM Townhalls.
- Administer the Diversity Grant through marketing and advertisement of the grant, review of applications, review of requirements, selection, notification, and follow up with each student organization. The GA will also manage the \$5,000 allotment of funds.
- Assist with the planning and execution of Student Coordinators recruitment, training and development and attend weekly SC meetings

Assessment

- Update and create surveys that evaluate the learning outcomes, effectiveness and impact of trainings/programs administered by the CREDE.
- Conduct focus groups with student-facing signature programs (SMART, DEEP, ALANAM Initiatives) to determine effectiveness of programs and offer an analysis of the data gathered.

- Provide analysis of data gathered and prepare a presentation that the CREDE could share with the university community.

Marketing & Outreach

- Work with the ADOS/Director of the CREDE to identify marketing strategies
- Assist in the management of social media accounts
- Review, maintain and update website

Administrative and other duties

- Deliver introductory level trainings to student groups on the topics of diversity and identity formation (groups include: RA's, Greek leaders, EV Volunteers etc.)
- Participate in bi-weekly staff meetings
- Attend weekly 1:1 with ADOS/Director to review tasks, projects and engage in guided reflection. During this meeting the GA will receive guidance and reflect on learning.

Additional Responsibilities Required

- Create strong partnerships with university departments.
- Support the implementation of Institutional priorities, Student Life divisional priorities, and CREDE departmental priorities.
- Participate in departmental and inter-departmental workgroups/committees as assigned.

Integrative Project:

With supervisor, identify a project in the spring of year one in the program to complete in year two. The project will bring together learning via the apprenticeship and include an evaluation and recommendations of some aspect of equity, inclusion, etc.

Professional Development: Professional development opportunities will be supported and encouraged for the GA in this position. The ADOS/Director and other staff members can assist the GA with getting involved in state, regional, and national professional associations. The CREDE commits to funding a professional association membership for the GA for both years of the apprenticeship that is relevant to the work of the CREDE and higher education profession. The Graduate Apprentice will write a professional development plan (PDP) during the first semester. With support from their supervisor, the apprentice will revise the PDP each semester, and utilize the plan to establish connections between coursework, career goals, and professional engagement opportunities. In the first year, CREDE will provide the apprentice with access to \$750 (contingent on budget approval) to support their involvement in professional conferences, drive-ins, webinars, and/or other professional development activities. During the second year, the MHE program will provide the graduate apprentice with \$1250 in professional development funding (subject to budget approval).