

**Graduate Assistant Job Description 2024-2025**

The Center for Inclusive Excellence & Access is offering a 20-hour per week graduate assistantship (GA) position for the 2024-2025 academic year. This position will be responsible for attending Commission meetings, taking minutes, and providing project support to the Center for Inclusive Excellence and Access.

**Commissions**

NAU’s 5 University Commissions are comprised of the Commission on the Status of Women, Commission on Ethnic Diversity, LGBTQIA Commission, Commission for Indigenous Peoples, and Commission on Disability Access and Design. In addition, the Co-Chairs of these Commissions also meet monthly in an intersectional capacity.

**Center for Inclusive Excellence and Access**

As we focus on the delivery of an equitable postsecondary education for our current and future students, the Center for Inclusive Excellence and Access provides leadership and accountability in enhancing and fostering a diverse, equitable, and inclusive community where students and employees can learn and grow in an ever-changing global society. In alignment with the priorities of [NAU 2025 – Elevating Excellence](https://nau.edu/president/strategic-plan/call-proposals/), the Center for Inclusive Excellence and Access is a resource that supports NAU’s mission.

**Job Description:**

* Attend monthly commission meetings; ensuring procedural steps are followed
* Take minutes for monthly commissions
* Submit draft to supervisor in a timely manner
* Provide support to Commission Co-Chairs, sending minutes draft and meeting agenda through Commission Listserv
* Update MS Teams for edited/approved minutes
* Maintain Commission Listservs
* Provide Commission Co-Chair support, reviewing previous minutes, answering or directing questions to Center staff
* Significant special projects to support the Center for Inclusive Excellence and Access- these could include website updates, Out & Proud List management, universal design, Religious Observances, budget support, developing Qualtrics surveys and other Center support as requested.

**Minimum Qualifications:**

* Bachelor’s degree
* Accepted in a graduate program at Northern Arizona University
* Must be able to work 20 hours per week during the academic year

**Preferred Skills/Experience:**

* Excellent communication skills
* Keen detail orientation
* Experience in taking meeting minutes
* Experience in universal design for content creators
* WordPress, ability to make website updates if needed
* Adobe InDesign
* Qualtrics
* MS Outlook
* MS Teams

**Benefits:**

* 100% tuition remission
* A waiver of the student health insurance premium
* $15,000 Stipend Master’s, $18,000 Doctoral

**How to Apply:**  
Applications may be emailed to: [InclusiveExcellenceAndAccess@nau.edu](mailto:InclusiveExcellenceAndAccess@nau.edu)

Please send emails with the subject: **Inclusive Excellence Graduate Assistant**

**Complete APPLICATION includes:**

* *Resume*
* *Cover letter*
* *Schedule Availability for Fall 2024*

**APPLICATION DEADLINE: Friday, April 19 2024 @ 5:00pm**

**Equal Employment Opportunity**

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples. EEO Law Poster NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.