The Center for University Access and Inclusion seeks one 20 hour per week, full academic year Graduate Research Assistant to support the university diversity commissions (Commission on Disability Access and Design, Commission on Ethnic Diversity, Commission for Native Americans, Commission on the Status of Women, LGBTQIA Commission), the Center for University Access and Inclusion (CUAI), and the Diversity Fellow. The GRAs work will also include assisting with the role out of the Diversity Strategic Plan. 100% tuition remission plus student health insurance benefits and stipend for your hours worked.

Applicants must have a schedule that permits them to attend the commissions’ monthly meetings with some flexibility (each commission meets once a month during the academic year).

Duties:

- Take and prepare minutes for assigned commissions
- Assist in preparing newsletter and publications
- Maintain assigned commission WordPress websites
- Maintain assigned commission listservs
- Prepare reports for commissions on their various initiatives and accomplishments
- Organize, coordinate, and promote events
- Assist with coordination of the annual diversity awards including ordering of awards
- Research as needed
- Assignments from commission co-chairs as needed
- Attendance at day and evening events as needed
- Create accessible documents for commissions, including invitations and event materials
- Attend Diversity Council meetings
- Other duties as assigned

Knowledge, skills, and abilities:

- Graduate student in good standing and interested in diversity work
- Knowledge of MS Office
- Excellent communication and organizational skills
- Ability to hold information confidential
- Experience with committees
- Ability to take accurate minutes in real-time including attendance
- Some knowledge of the Adobe Creative Suite (Acrobat, Illustrator, InDesign, Photoshop) or the ability and willingness to learn is preferred

Application instructions:

To apply please send a cover letter addressing your interest in the position and ability to perform the outlined functions, Curriculum Vitae, and list of three references to CUAI@nau.edu addressed to Lauren Copeland-Glenn. Review of applications will begin July 6th with interviews taking place beginning July 13th.