

Graduate Research Assistant Position 2022-2023

The Center for University Access and Inclusion (CUAI) seeks one 20 hour per week, full academic year Graduate Research Assistant to support the Center for University Access and Inclusion, including the five 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 Commission on Commissions (CoCom), and the Diversity Fellows program. The GRA's work will also include support for continuing implementation of the Diversity Strategic Plan and other diversity, equity, inclusion, and justice (DEIJ) initiatives. 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 publications, including newsletter and event flyers
- Maintain assigned WordPress websites
- Maintain assigned commission listservs, create polls/surveys
- Assist assigned commission's co-chairs prepare for monthly meetings
- Assist in preparation of reports with commissions on their various initiatives and accomplishments
- Organize, coordinate, and promote events
- Assist with coordination of the annual Diversity Awards Celebration
- Research as needed
- Attendance at day and evening events as needed
- Create accessible documents for commissions, including invitations and event materials
- Attend CoCom meetings
- Other duties as assigned

Qualifications:

- Full time, degree seeking graduate student in good standing and interested in DEIJ 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

Compensation:

- Stipend of \$15,000 for the 2022-2023 academic year.

- The stipend will include 100% tuition remission and health insurance benefits.
- The Graduate Assistant position will involve 20 hours per week.

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. Applications due May 18th. Review of applications will begin May 23rd with interviews taking place beginning May 30th.