



Diversity & Inclusion Assistant

The WMU Office for Sustainability is seeking an enrolled graduate or undergraduate student to assist in the development of our Diversity & Inclusion (D & I) Strategic Plan for the remainder of the summer terms. Consistent with our mission of “building a diverse and flourishing learning community around sustainability” and “improving quality of life for all,” the OfS has developed a D & I initiative to foreground diversity and inclusion as integral aspects of our work. The D & I Assistant will be responsible for aiding the Internship Coordinator in editing the D & I Strategic Plan report, compiling and analyzing data, organizing events for the coming terms, and conducting research on a variety of D & I topics. This position will begin June 28th and end August 25th. The application deadline is June 23rd.

Major Duties

- Conduct research activities
- Assist in compiling and analyzing data
- Review and edit draft of D & I report
- Assist in organizing events

Qualifications

- Writing and analytical skills
- Ability to work collaboratively as well as independently and receive direction
- Microsoft Office proficiency
- Research experience
- Event organization experience
- Previous experience with D & I work

Hours and Compensation

The assistant will be expected to work 8-10 hours per week and will be paid \$9.50/hr.

To Apply

1. Complete the application found at:
<http://www.wmich.edu/sustainability/opportunities/jobs>
2. Email applications to wmu-sustainability@wmich.edu

Closing Date: June 23, 2017

Note: This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.