

School of Engineering

Diversity in Engineering Center

Overview

The Graduate Assistant (GA) for the Diversity in Engineering Center within the School of Engineering will be a key team member in benchmarking best practices, assessing current programs, assisting with the implementation of and creation of new programming, and supporting diverse student success. The GA will work closely with staff, students and faculty in Diversity in Engineering Center during this exciting time of implementing the new School of Engineering Strategic Plan. The GA is supervised by the Director of the Diversity in Engineering Center and will work closely with the Director and Assistant Directors.

Responsibilities

- Research current trends and best practices in outreach to and retention of female, underrepresented minority and international engineering undergraduate students.
- Create program assessment tools and evaluation forms. Analyze and report the data collected, which includes tabulating responses, summarizing comments from participants, and sharing the results with the Diversity in Engineering Center staff and partners (if applicable).
- Conduct focus groups with undergraduate students to help guide development of new initiatives in support of Strategic Plan implementation.
- Assist in coordination of ongoing programming such as Women Engineering Program events, Women in Science & Engineering Integrated Learning Living Community, Minority Engineering Program Workshops, academic year planning for engineering summer camps, Special Interest Houses, etc.
- Work closely with student leaders in affinity based engineering student organizations (NSBE, SASE, SHPE, SWE, Phi Sigma Rho) which includes supporting the ongoing student leadership development of students
- Work closely with students served in the Center that need additional support in connecting with Engineering resources and other campus unit resources to enhance their success (such as tutoring, Office of Learning Resources, Center for International Programs, Office of Multicultural Affairs, Flyers First, Housing and Residence Life, Center for Student Involvement, etc.)
- Be present at events sponsored by the center
- Participate in staff meetings and staff development activities sponsored by the Diversity in Engineering Center and School of Engineering.
- Office hours 20 hours per week which includes some nights and weekends, as an expectation, to better assist with diversity programming.
- Other duties as assigned

Minimum Qualifications

Education Background: Minimum—Bachelor's degree; *Experience:* Experience facilitating student programming and/or other initiatives. Strong verbal and written communication skills. Demonstrated experience working with individuals from diverse backgrounds.

Preferred Qualifications

- Educational background in STEM or work experience with engineering undergraduate students.
- Ability to build rapport with multicultural engineering students (i.e., African American, Asian American, Latino/Latina/ Hispanic, Native American, Pacific Islander, Multiracial), female engineering students and international engineering students; which includes appropriately challenging and supporting students.
- Strong administrative and organizational skills, which includes managing multiple priorities and details for concurrent events.
- Demonstrated ability to develop collaborative partnerships with faculty, staff, and campus partners.
- Strong interpersonal skills and presentation skills.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

Statement of Inclusive Excellence

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

For more information, contact:

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