

# 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 in the Diversity in Engineering Center including the Assistant Directors for the Women Engineering Program, Minority Engineering Program, International Engineering Engagement; the Recruitment/Outreach Coordinator; and student workers. The GA is supervised by the Director of the Diversity in Engineering Center.

### **Responsibilities**

- Research current trends and best practices in outreach to and retention of female, underrepresented minority and international engineering undergraduate and graduate students.
- Create/modify 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).
- Assist in coordination of ongoing programming such as Women Engineering Program events, Women in Science & Engineering Integrated Learning Living Community, Minority Engineering Program Workshops, International Engineering student programming, academic year planning for engineering summer camps, Special Interest Houses, etc.
- Assist in executing 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**

- Bachelor's degree.
- Experience facilitating student programming and/or other initiatives.
- Strong verbal and written communication skills.
- Experience with Excel.
- A demonstrated commitment to diversity, equity, and inclusion within higher education.

### **Preferred Qualifications**

- Familiarity with the experience of engineering undergraduate students.
- Ability to build rapport with multicultural engineering students, female engineering students and international engineering 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 \$14,686/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

***For more information, contact:***

Laura Bistrek, P.E., Director Diversity in Engineering Center  
School of Engineering  
Lbistrek1@udayton.edu  
(937) 229-5080