



University at Buffalo

Inclusive Excellence

Office of the Provost

Graduate Assistant
Office of Inclusive Excellence

Background: The Office of Inclusive Excellence (OIX) promotes excellence in all aspects of UB's operations by facilitating processes that remove barriers to access and advancement on the basis of race, gender identity, sex, sexual orientation, religion, disability, or veteran status for students, faculty and staff. We collaborate, plan and coordinate with partners across the university—students, faculty, and staff—to build a culture of diversity, social justice, and inclusion that makes all of us stronger. OIX is seeking a Graduate Assistant to provide administrative and research support, and to assist with web, email and other forms of communication.

Duties:

1. Enhance office communications, including updating the Office of Inclusive Excellence website, and developing communication and outreach strategies for upcoming OIX events;
2. Provide general administrative assistance for Office of Inclusive Excellence activities;
3. Assist with events and programs hosted by the Office of Inclusive Excellence;
4. Research and investigate a range of topics related to diversity, access, equity and inclusion in higher education, as directed by the Vice Provost and/or Staff Assistants.

Qualifications:

1. Full-time graduate student in good standing for 2021-22; enrolled in at least 9 credits each term or certified full time;
2. Available 20 hours per week;
3. Keen interest in justice, equity, inclusion and diversity at UB, SUNY, higher education, and in the broader community;
4. Excellent written, communication and general administrative skills;
5. Ability to research academic topics relevant to equity and inclusion in higher education;
6. Ability to communicate with a wide variety of people;
7. Ability to think critically and to voice respectfully opposing opinions;
8. Web design and graphic design experience is a plus.

General:

Start Date: This appointment is a 12-month appointment, and requires availability throughout the summer, with the possibility of renewal. The position schedule will coincide with the university staff calendar of workdays and official holidays.

Work Hours: As discussed and arranged with 20 hours per week expected.

Full-time (12-month) Annual Salary: \$26,000.

Benefits: 1-credit tuition waiver per semester (spring 2022 and fall 2022).

Supervisor: Jared Strohl, Senior Staff Assistant, Office of Inclusive Excellence.

To apply: Send CV and cover letter to Dr. Strohl at vpix@buffalo.edu.

Office of the Vice Provost for Inclusive Excellence

549 Capen Hall, Buffalo, NY 14260-1606

716.645.6200

VPIX@buffalo.edu

buffalo.edu/inclusion