# Graduate AssistantOffice 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.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Inclusive Excellence unit serves an increasingly diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

Duties**:**

1. Assist with 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 2022-23; 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**:**

Tuition Waiver**:** 1-credit tuition waiver per semester (spring 2023 and fall 2023*).* Tuition will be paid for Fall and Spring enrollment only, up to 1 credit hour each semester at the in-state rate. Fees are not covered and are your responsibility.

Graduate Student Employee’s Union: Graduate Assistant appointments fall within the State University of New York Graduate School Negotiating Unit and, as such, are represented for the purpose of collective negotiations by the Graduate Student Employees Union (GSEU), Communications Workers of America, Local 1104, and are covered by a collective bargaining agreement between the GSEU and the State of New York.

Health Insurance Benefits: For those assistants who are on at least half an assistantship and employed at a stipend that yields a total compensation of 50 percent of the minimum stipend specified in the current GSEU contract for employees on full assistantships at University Center campuses, a health insurance plan is provided to cover illness and injury.  The Human Resources Benefits office will determine your eligibility to enroll in health insurance coverage. *Enrollment in the Student Employee Health Insurance Plan is not automatic*. Further information regarding GSEU benefits can be found at the below link: <https://www.buffalo.edu/administrative-services/for-faculty-staff/benefits/state/gseu.html>

Supervisor**:** Jacqueline Hollins, Interim Vice Provost for Inclusive Excellence, Office of Inclusive Excellence.

To apply**:** Click [here](https://app.joinhandshake.com/stu/jobs/7285108) and see job #7285108 (Graduate Assistant, Office of Inclusive Excellence) on the Handshake website.

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.