

## **Assistant Director for Graduate Diversity, Equity, and Inclusion**

### **Graduate College**

#### **University of Illinois Urbana-Champaign**

The Graduate College invites applications for an Assistant Director for Graduate Diversity, Equity and Inclusion. The Assistant Director provides support to prospective and current graduate students through the graduate admissions and enrollment process, and retention and graduation in Illinois graduate programs. The position develops and implements graduate student engagement and diversity recruitment programs.

#### **Duties and Responsibilities:**

##### **Diversity Recruitment**

- Coordinate and present workshops for prospective graduate students to support their exploration of pursuing graduate studies (graduate education opportunities, application process, graduate research and scholarships, and other topics adherent to supporting their academic success).
- Recruit prospective graduate students through outreach, recruiting trips and campus visits to provide information about graduate education opportunities at Illinois.
- Manage graduate student recruitment campus visit programs and advise students through the graduate school application process.
- Coordinate and implement programming for residential summer recruitment and research programs.

##### **Student Engagement**

- Implement retention strategies to support graduate students historically underrepresented in graduate education, including establishing a student committee focused on community-building events and activities, consult with Graduate College staff and partnering with other units across campus, and professional development programming, through campus and virtual outreach events.
- Mentor and advise current graduate students to support their success.
- Coordinate and deliver training and workshops to graduate students to support their academic and personal success, including mentoring, academic skills and professional development topics.
- Coordinate and implement programming for residential summer bridge program for incoming doctoral students.
- Lead the Heritage Month planning and celebrations for the Office of Diversity, Equity, and Inclusion, as well as partner with the Graduate College and other campus partners on diversity efforts.

##### **Program Administration**

- Supervise graduate student employees, run the application process for programs, and oversee the logistical implementation of the programs.
- Manage the administration of the Illinois Sloan University Center for Exemplary Mentoring Program, including coordinating payments with NACME.

- Conduct program evaluations, analyze results to ensure program effectiveness, create reports, and identify trends in data.
- Assist with other projects in the Office of Diversity, Equity, and Inclusion and the Graduate College.

### **Position Qualifications:**

#### *Required:*

- Bachelor's degree.
- A total of one (1) year (12 months) of work experience in teaching, advising, outreach or program coordination. (Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.)
- Experience working successfully with diverse populations.

#### *Preferred:*

- Master's or graduate degree.
- Experience in developing, administering, and/or presenting workshops, programs, or classroom teaching experience.
- Experience in developing and implementing programs.
- 2 years of progressively responsible experience in higher education administration.
- Experience developing content for blogs, newsletters, or other written communications for educational outreach.

#### *Successful candidates will have the following:*

- Knowledge of the needs and concerns of students from U.S. racial/ethnic populations underrepresented in graduate programs.
- Knowledge of the needs and concerns of graduate students.
- Ability to develop strong and effective relationships with students, faculty, staff, administrators, and external partners.
- Ability to work independently and collaboratively to prioritize tasks.
- Ability to work effectively with diverse groups of people in a team-oriented environment.
- Excellent oral and written communication skills.

### **Appointment Information**

This is a 100% full-time Academic Professional position, appointed on a 12-month basis. The expected start date is as soon as possible after the close of the search. Salary is commensurate with experience. Immigration sponsorship is not available for this position.

### **Application Procedures & Deadline Information**

Applications must be received by 6:00 pm (CST) on **February 3, 2023**. Apply for this position using the Apply Now button at the top or bottom of this posting and upload a cover letter, resume and name and contact for three professional references. Applications not submitted through [jobs.illinois.edu](https://jobs.illinois.edu) will not be considered. For further information about this

specific position, please contact Jennifer Steiling, [steiling@illinois.edu](mailto:steiling@illinois.edu). For questions regarding the application process, please contact 217-333-2137.

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, COVID-19 vaccination requirement, and employment eligibility review through [E-Verify](#).

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Requests may be submitted through the reasonable accommodations [portal](#), or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing [accessibility@illinois.edu](mailto:accessibility@illinois.edu).