

**Office of Equity and Inclusion
Position Announcement 2012**

Position: Graduate Assistant, Communications
.49 FTE for academic year 2011-2012

Oregon State University's Office of Equity and Inclusion (OEI) seeks a Graduate Assistant. Join our committed team and help ensure success for the OSU community through equality, fairness, and understanding. The Graduate Assistant supports the equal opportunity, affirmative action, and diversity obligations and commitments of the university by enhancing and expanding the presence of the OEI on campus, online, and in the broader community. Beyond working directly with the OEI, this position is also responsible for informing and interacting with equity, inclusion, and diversity matters across campus and in the broader community.

Responsibilities:

- Highlight campus-wide diversity, equity, and inclusion efforts by interviewing stakeholders and/or attending events to gather information, writing feature articles, drafting announcements, and issuing messages via web and print materials, and engagement with social media.
- Assist with creating and implementing strategies for using publicity to enhance the communications efforts of the Office of Equity and Inclusion and raise awareness about equity, inclusion, and diversity efforts campus-wide.
- Produce and distribute materials such as news releases, posters and promotional items, brochures, and other pertinent media materials as appropriate.
- Adapt outreach efforts to engage with/meet the needs of many different communities.
- Identify and build ties with units/organizations of strategic importance to equity, inclusion, and diversity efforts.
- Stay abreast of strategies and trends in communications and social media.
- Develop/update/maintain content for OEI website.

Qualifications:

- Demonstrated commitment to equity and diversity, inclusive of those with protected statuses.
- Demonstrated effectiveness in oral, written, and email communications.
- Demonstrated experience in development of content in a variety of formats including social media, feature articles, and print advertisements.
- Experience recognizing potential stories and writing them in a meaningful and engaging way for diverse audiences.
- Demonstrated ability to engage respectfully with diverse audiences.
- Ability to accomplish projects with limited supervision.
- Ability to work effectively in a collaborative environment.
- Proficient using word processing software, email platforms, and social media tools.
- Familiarity with desktop publishing software and design tools.

Stipend: \$1736-\$1842/month (depending on experience) and tuition remission

Starting Date: January 9, 2012

About the Office:

The Office of Equity and Inclusion is a newly formed office that represents a university initiative to integrate the work of three formerly separate offices: Affirmative Action and Equal Opportunity, Community and Diversity, and Women's Advancement and Gender Equity. The office is committed to success for the entire campus community through equity, fairness, and understanding. We are a fast-paced, collaborative team with a deep commitment to diversity, equity, and inclusion. Our office manages the University's affirmative action, equal opportunity, and diversity efforts by engaging in community development, partnering with a range of individuals and groups to develop and deliver programs, establishing policies and procedures, evaluating hiring and recruitment practices, handling complaints of discrimination through investigation and resolution, and providing consultation, education, and training.

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