

**OFFICE OF EQUITY AND INCLUSION:
UNIVERSITY ASSISTANT, reporting to Director of Inclusion**

Hours: 19 hours per week; occasional weekend and evenings

Salary: \$17 per hour

Responsibilities:

- Assist the Director of Inclusion in supporting initiatives to improve campus climate.
- Facilitate Listening Sessions: Organize and lead listening sessions with diverse campus groups to gather insights, understand concerns, and promote open dialogue around equity and inclusion.
- Plan and Conduct Workshops: Develop and deliver workshops and events on topics related to diversity, equity, and inclusion for students, staff, and faculty as part of the Office of Equity and Inclusion's programming.
- Presentations on Inclusion: Prepare and present information on DEI issues to various departments, student groups, and other campus audiences, tailoring presentations to address specific challenges and goals.
- Campus collaboration: Partner with campus groups, including student organizations, faculty committees, and administrative departments, to promote DEI initiatives.
- Assessment and Feedback: Collect feedback from participants to continuously improve session content, workshop formats, and overall DEI strategies across the campus.
- Assist in tabling events and representing OEI when needed.

Skills:

- Experience leading workshops, facilitating dialogue, and giving presentations on sensitive topics
- Ability to engage with and understand the perspectives of diverse groups
- Project management skills and attention to detail in planning events and workshops

Required Qualifications:

BA/BS required. Higher education or related work experience, excellent oral and written communication skills and organizational skills; ability to multi-task and perform detail-oriented work. Ability to perform duties requiring use of various computer software systems and databases: experience working Microsoft Office suite, including Excel.

To Apply:

Please submit a letter of application, resume, and names of three references including phone numbers and email addresses to: Beth Merenstein, Interim Director of Inclusion; AVP for Community Engagement and Experiential Learning; Executive Director of the Center for Community Engagement and Social Research via email: merensteinb@ccsu.edu.

Please redact any personally identifiable information (i.e. SSN, DOB, marital status, country of origin) from any documents submitted. **Incomplete applications will *not* be considered. Faxed or mailed copies will *not* be accepted.**

Applications will be accepted until the position is filled.

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.