



**University
of Dayton**

School of Engineering Diversity in Engineering Center

Statement of Inclusive Excellence

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

Overview

The Graduate Assistant (GA) for the Diversity in Engineering Center within the School of Engineering will be a key team member in summer camp preparation, data mining and DEC promotion and marketing.. The GA will work closely with staff in the Diversity in Engineering Center including the Assistant Directors for the Women Engineering Program, Minority Engineering Program, International Engineering Engagement; the Recruitment/Outreach Coordinator; and student workers. The GA is supervised by the Director of the Diversity in Engineering Center.

Responsibilities

- Lead (with support of the DEC team) key academic-year preparation components of the Summer Engineering Experience at the University of Dayton (SEE-UD) including marketing, participant registrations, student leader hiring and training, securing faculty and staff for running sessions, etc.
- Continue work on DEC awareness and promotion through working with DEC staff on website content development.
- Initiate development of DEC “fact book” summarizing data on engineering undergraduate and graduate students such as demographics of students, graduation rates, etc.
- Assist in executing events sponsored by the center.
- Participate in staff meetings and staff development activities sponsored by the Diversity in Engineering Center and School of Engineering.
- Office hours 20 hours per week, which includes some nights and weekends, as an expectation, to better assist with diversity programming.
- Other duties as assigned

Qualifications

- Bachelor’s degree.
- Experience facilitating student programming and/or other initiatives.
- Strong verbal and written communication skills.
- Experience with Excel.

- A demonstrated commitment to diversity, equity, and inclusion within higher education.

Preferred Qualifications

- Familiarity with the experience of engineering undergraduate students.
- Ability to build rapport with multicultural engineering students, female engineering students and international engineering students.
- Strong administrative and organizational skills, which includes managing multiple priorities and details for concurrent events.
- Prior experience with data collection and analysis.
- Prior marketing and communication experience.
- Demonstrated ability to develop collaborative partnerships with faculty, staff, and campus partners.
- Strong interpersonal skills and presentation skills.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$15,581/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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