



Diversity & Inclusion Standing Committee

Graduate Assistantship

2020-2021

Job Responsibilities: The Graduate Assistant for the COEC Diversity and Inclusion Standing Committee is responsible for providing administrative support.

Duties include:

- Send email meeting reminders, action items, and goals.
- Create agendas and meeting minutes maintained on the network drive.
- Update D2L calendar with campus/community events.
- Maintain D.I.S.C. website.
- Prepare literature review of action plan priorities and best practices.
- Research resources for D.I.S.C. initiatives.
- Create a working summary of committee activities for annual report and narrative.
- Attend potential D.I.S.C. events and share how to integrate students.

Compensation: 10 hour or 20 hour per week, TBD

Term of Appointment: One-year assignment, possible renewable for second year, beginning fall semester 2020

Supervisor: DISC Chairperson

Contact Information: Comments or questions should be directed to Felicia Daniel (fdaniel@iup.edu)