

## Graduate assistant opportunity with School of Graduate Studies



The School of Graduate Studies is seeking a graduate student to work approximately 8 -15 hours/week, focusing on initiatives to promote diversity, equity, and inclusion (DEI). The hours are highly flexible and can vary week to week to fit the appointee's schedule. Much of the work can be remote.

We have a collaborative and flexible team environment. A creative self-starter will have the opportunity to make key contributions and gain valuable career experience that could enhance a CV.

**Compensation:** \$20/hour. The possibility exists for the position to become a formal GA appointment for the 2023-24 academic year, which would provide full stipend and tuition.

**Responsibilities:** Activities vary seasonally. We can adjust projects to match the appointee's strengths and interests. Responsibilities may include some of the following:

- Manage web and social networking presence to promote graduate DEI
- Help develop and administer system for longitudinal tracking of student participants, analyze and chart data, and assist with program assessment.
- Prepare newsletter, including profiles of featured graduate students and program highlights.
- Help design recruitment presentations and materials, represent Rutgers at campus recruitment events, identify and track competitive programs and benchmarks.
- Provide administrative support for graduate fellowship program
- Evaluate applicants for the [RISE \(Research Intensive Summer Experience\) at Rutgers](#) undergraduate program and help match candidates with faculty research mentors
- Help plan and implement mixers and events for graduate students
- If interested and qualified, the appointee could assume some teaching responsibilities for a RISE seminar section in the summer.

### Preferred Skills

- Web design (coding is not required)
- Social media experience
- PowerPoint and Excel; database experience a plus but not necessary
- Facility with data analysis
- Strong written communication

We prefer a student who will complete their degree no sooner than fall 2023 and who has some availability during the summer.

### To apply:

Complete a short form by October 10

<https://forms.gle/wkvt4nqenb8oBr4W6>

Questions? Contact Associate Dean Evelyn Erenrich at [erenrich@rutgers.edu](mailto:erenrich@rutgers.edu).

