Diversity and Inclusion & Outreach Student Coordinator

Position Title
Diversity and Inclusion & Outreach Student Coordinator

General Summary
The Office for Sustainability (OfS) at Western Michigan University (WMU) is seeking a Diversity and Inclusion & Outreach Student Coordinator to assist in the implementation of the OfS Diversity & Inclusion (D & I) Action Plan and Initiative. Consistent with our mission of “building a diverse and flourishing learning community around sustainability... [to] improve quality of life for all,” the OfS has developed a Diversity and Inclusion & Outreach Student Coordinator position to hold the collective office accountable to the D & I commitments. The Diversity and Inclusion & Outreach Student Coordinator will be responsible for building upon previous D & I documents through creation of new documents and/or revision of existing documents, organizing events and workshops for the coming terms, and act as a leader and advocate on a variety of D & I topics. Students from any academic program or major are invited to apply for the position.

Major Duties
• Take the lead in gauging yearly success of the OfS D & I Action Plan through assessment
• Facilitate the use and implementation of current past D & I materials
• Author an annual D & I Action Plan for the upcoming year
• Coordinate and collaborate with WMU offices and organizations, as well as those in the greater Kalamazoo community
• Attend and plan events relevant to topics of D & I
• Other duties as assigned by OfS Project Manager

Position Requirements
• Undergraduate or graduate student currently enrolled at WMU in good academic standing
• A minimum of a one-year commitment
• Attend WMU employee trainings and workshops
• Ability to work independently and as part of a team within a fast-paced environment with changing priorities
• Ability to conduct independent research
• Experience or knowledge of editing and revising documents

Desired Qualifications
• Personal commitment to sustainability
• Commitment to learning about social justice and its intersections with sustainability
• Writing and analytical skills
• Event planning experience or knowledge

Hours and Compensation
Expected commitment is 12-14 hours per week starting at $9.45 per hour.

Note: This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.
Tentative Start Date
Early April 2019 for training. Position will officially start late August 2019.

To Apply
1. Complete the application found at http://www.wmich.edu/sustainability/opportunities/jobs.
2. Email applications to wmu-sustainability@wmich.edu or send hard copies to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. All applications, both online or in print, are due Friday, February 15 by 5:00 p.m.

WMU Equal Opportunity Statement
Western Michigan University, an equal opportunity employer, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment.

WMU Nondiscrimination Policy
Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status. (Revised April 2006)

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