

Equity and Inclusion Director

The Equity and Inclusion Director is charged with championing diversity, equity, and inclusion within GPSS and the larger university, regularly practicing internal and external accountability in a way that supports the senate, the work it pursues each academic year and the VP of Equity and Inclusion.

Compensation for this position is \$24 per hour, 19 hours per week for 34 weeks.

DUTIES:

- Integrate diversity, equity, and inclusion into GPSS goals and activities in collaboration with the VPEI, other Officers and the Executive Committee;
- Assist with internal reviews of GPSS on any issues relevant to diversity, equity, and inclusion;
- Collaborate broadly with graduate and professional students, administration, faculty, staff, and others on diversity programming and events;
- Facilitate grievances from graduate and professional students concerning inequities existing along lines of difference including, but not limited to, racism, homophobia, sexism, ableism, bigotry, and xenophobia, and refer grievances or complaints to the VPEI;
- Monitor and contribute to a publicly-available equity toolkit that graduate and professional students can apply in university settings;
- Promote and ensure the delivery of GPSS Diversity Funds; ● Serve on the following committees and other committees as needed:
 1. GPSS Executive Committee
 2. GPSS Equity, Diversity, and Accountability Committee
 3. Diversity Council
 4. Graduate Student Equity and Excellence Student Advisory Board
 5. Office of Minority Affairs and Diversity Student Advisory Board
 6. Faculty Council on Multicultural Affairs/Faculty Council on Women in Academia
 7. International Student Advisory Committee;
- Support petitions from underrepresented, non-academic groups without Senate representation
- Assist the VPEI with student feedback surveys and focus group conversations for all Graduate School program reviews (with the Graduate School);
- Ability to attend senate meetings at least twice a quarter and at least one in-person GPSS event per quarter
- Perform other tasks as necessary to fulfill the duties of the Equity and Inclusion Specialist.

Qualifications:

- Must be a UW student enrolled in at least 6 undergraduate or 4 graduate credits or on leave as defined by University Employment Policy from Chapter 104.
- Availability for GPSS Senate and Executive meetings on Wednesdays from 5:00 pm - 8:00 pm.
- Experience working with and advocating for marginalized communities
- Strong attention to detail and organizational skills.

- Ability to work within clear timelines.
- Interest in working with student government and being part of a team.

Workplace Expectations:

In addition to duties listed above, GPSS Staff members are also expected to:

- Work 19 hours per week.
 - Work at least half of their time in office on weekdays from 8 - 5, Husky Union Building Room 314. These hours may be reduced under the discretion of your supervisor.
 - Attend 2 Senate meetings per quarter. These meetings will be held from 5:30 PM to 8 PM on Wednesday's. These meetings contribute to your 19 hours per week.
 - Remote work options are available and will be arranged based on work with your project load.
- Please do not let these expectations deter you from applying, please email Amanda Chin (she/her), gpssvpin@uw.edu, with any questions or concerns to your scheduled interview time.

Application Process:

To apply, please submit a 1-page cover letter and a 1-page resume. In your cover letter, please share your interest in working with GPSS, your interest in working with this specific position, and any experiences you have working with underrepresented or historically excluded populations. In your resume, please share relevant experiences to the role you are applying for. Additional pages will not be considered. Selected candidates will move forward to an interview, which will be held in the GPSS office (HUB 314) or via Zoom. If you need any accommodations throughout the interview process, please contact Amanda Chin (she/her), gpssvpin@uw.edu.

Hired applicants will be expected to attend an in-person Staff Orientation in September.