Student Leader for Diversity, Equity, Inclusion and Belonging

Job Description

School Summary:
The Graduate School of Applied and Professional Psychology (GSAPP) at Rutgers – New Brunswick is comprised of three academic departments – Applied, Clinical and School Psychology. Within the school are seven Centers of excellence – Answer, the Innovation Lab, the Center for Alcohol and Substance Use Studies, the Center for Psychological Services, Douglas Developmental Disabilities Center, the Center for Youth Social and Emotional Wellbeing and Rutgers Center for Adult Autism Services. GSAPP is also home to several diversity and identity-based student organizations including the Asian Students’ Association, the Black Graduate Student Association, the Committee on Diversity, Focus on our Diversity groups, the Hispanic Organization of Professional Psychology Students, the Jewish Student Alliance, and the Queer Student Alliance. The GSAPP’s Office for Diversity, Equity, Inclusion and Belonging (DEIB) is committed to DEI pillars grounded in the core principles of academic excellence, social justice, diversity, and knowledge generation and dissemination, and is led by the Assistant Dean for DEI.

This new office within the GSAPP coordinates school-wide efforts for faculty, staff, and students to promote DEIB. The office has many goals, including but not limited to creating a space where everyone feels a sense of belonging and supporting faculty in ensuring the GSAPP curriculum reflects our core principles of diversity and social justice. The Office of DEIB also collaborates with the Committee on Diversity to produce events including Diversity Recruitment Night, the Multicultural Potluck Dinner, and the Dean’s Multicultural Advisory Committee Dinner. Finally, the Assistant Dean for DEI provides direction to three GSAPP diversity task teams: (the climate, inclusive instruction, and scholarship task teams) to move the GSAPP’s DEIB work forward in these critical areas and achieve our strategic goals.

DEIB Student Leader Position Summary:
The DEIB Student Leader is an hourly position that will report to the Assistant Dean for Diversity, Equity and Inclusion. The successful candidate will be responsible for assisting with the development, coordination, and implementation of educational, cultural, and inclusion programs across the GSAPP. The DEIB Student Leader will also serve as the student representative for the Committee on Diversity and as a liaison between GSAPP students, the Assistant Dean for DEI and the Committee on Diversity. The time commitment necessary for this role is 8-10 hours per week with the Office of DEIB and is open to all full-time GSAPP students in their first year or second year of a doctoral program. Compensation for the position is $15 per hour and the anticipated start date will be Monday, January 23, 2023.
Duties and Responsibilities:

1. Assist the Assistant Dean for DEI and the Committee on Diversity (COD) with the development, coordination, and implementation of educational, cultural, and inclusion programs across the GSAPP.

2. Serve as a liaison between the Assistant Dean, the COD and GSAPP students to help identify issues/topics that are meaningful to students.

3. Co-coordinate COD meetings and encourage GSAPP students to attend.

4. Co-lead COD meetings and co-facilitate discussion with the attendees.

5. Attend meetings and participate in workshops held by the Assistant Dean for DEI and the COD. Specifically, weekly 1:1 meetings with the supervisor and monthly meetings with the Committee on Diversity.

6. Develop creative engagement with social media, websites & other sources of communication.

7. Serve on committees, work groups and task forces at the request of the Assistant Dean for DEI.

8. Assist in researching diversity, equity, and inclusion resources and prepare reports of findings, as needed.

9. Maintain confidentiality in incidents and complaints related to equity, diversity, and inclusion.

10. Other duties to be assigned by the Assistant Dean of DEI, in addition to assisting with general office tasks.

Required Qualifications:

- Full-time GSAPP student in their first or second year of a doctoral program.
- Willingness to work with individuals from different ability, economic, ethnic, gender, national, racial, religious, and sexual orientation/expression backgrounds
- Experience with academic, social, and/or cultural programming
- Excellent written and oral communication skills
- Proven experience in group collaboration
- Strong group facilitation skills
- Strong research skills
- Strong organizational skills

Preferred Qualifications:

- Some graphic design experience (e.g., flyers, social media images)

To apply, please send your CV/resume and a cover letter detailing why you are interested in the position to drice@rutgers.edu by 5:00 pm on Wednesday, December 7th.