



[UCR, Graduate Student Association](#)

[Higher Education](#)

[Diversity and Inclusion Academic Liaison](#)

Posted 6 days ago • Apply by October 31, 2024 at 5 PM

**At a glance**

**\$30/hr**

**Onsite, based in Riverside, CA**

Work in person from the location

**On Campus Student Employment**

Part-time • 20 hours a week • From September 26 to June 30

**US work authorization requirements unknown**

The Diversity and Inclusion Academic Liaison (DIAL) exists as a representative of each of the above offices; and in addition to serving as a direct resource for graduate students and serves on various committees and councils as a representative of graduate student concerns. In this way, the DIAL helps bridge the gap between the graduate student experience and the administrative infrastructure and training practices at UCR.

**Duties and Responsibilities:**

The DIAL shall have a formal working relationship with the GSA, VCSA, GD, CARE, Civil Rights, and DEI. In accordance with this recommendation, the Liaison shall:

1. serve as an ex-officio non-voting member of the GSA Council;
2. serve as a voting member of the GSA Executive Board;
3. attend one general council and one executive board GSA meetings each month;
4. chair the GSA Diversity and Inclusion Student Advisory Committee, that creates workshops, events, and other programming for graduate students;
5. represent and advocate for graduate and professional student population on various diversity- and inclusion-oriented campus councils and committees (including, but not limited to, the Academic Senate Council for Diversity, Equity and Inclusion (CODEI), the DIAL Student Advisory Committee, the DIAL Staff Advisory Committee);
6. advocate for inclusive policies and practices that extend access to graduate education and academic careers for diverse graduate students;
7. hold weekly office hours:
  1. one in the GSA office or online (by appointment only); will have the option of using the GSA Office for meetings in which the privacy and/or confidentiality of a graduate student meeting is of concern;
  2. one Graduate Student CARE Office Hours in CARE space (the DIAL is a non-reporting employee only when in CARE Office Hours);
8. hold regular meetings with the Director of Grad Success

9. be in regular contact with the GSA Vice President of Internal Affairs, the Dean of Students (or another VCSA designee), the CARE Office Director, the Civil Rights Director, and the Vice Chancellor of Diversity, Equity and Inclusion (VC-DEI)
10. will submit monthly officer reports to the GSA
11. will provide an annual report of progress, any collected survey data, research analysis, and programmatic improvements to all participating offices.
12. the DIAL will share any data collection and assessment initiated or requested of them.

Appointment and Supervision of the DIAL:

1. will be chosen through an application process by a hiring committee comprised of one member from GSA, VCSA, CARE, Civil Rights, DEI and GD;
2. will report to the Executive Director of ASUCR and collaborate with the GSA Vice President of Internal Affairs with regard to regular duties and projects;
3. will report to the CARE Director with regard to CARE Office Hours and CARE projects;
4. will report to the AVC-Civil Rights with regard to graduate student SVSH training and Civil Rights Projects;
5. will report to the VC-DEI with regard to campus DEI needs and activities;
6. will report to the Director of Grad Success

The DIAL Term will be one academic year, from September 1 to June 30, and will be renewable for one additional academic year, at the discretion of the hiring committee.

Pay: Graduate Student Assistant II hourly position, for up to 19.5 hours per week at \$30/hr with a full fee award.

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