Equity and Inclusion Program Assistant – two positions

As members of DEI, the Program Assistants will be responsible for representing the Division and the University to multiple constituencies, including students, staff, faculty, alumni, and community members. The Program Assistants will work on initiatives which seek to gain a better understanding of how and why underrepresented students, staff, faculty and alumni remain(ed) on the UO campus despite the challenges of being here.

The Program Assistants will be responsible for developing and implementing a project plan, preparing meeting materials and presentations, and conducting qualitative research, among other duties. The successful candidates must be effective at independently planning and executing surveys, focus groups, informational interviews, and other data gathering techniques beneficial to the goals of the project.

Minimum Qualifications:
- Bachelor’s degree from the UO awarded within the past 2 years
- Six months demonstrated experience in conducting either social science or scientific research, or conducting research for a nonprofit

Professional Competencies:
- Excellent verbal and written communication skills.
- Self-motivated and demonstrated ability to function independently.
- Ease in using technology for communication, record keeping, and management of data.
- Demonstrated ability to work and communicate well with individuals from diverse backgrounds.
- Strong intellectual curiosity and attention to detail.

Preferred Qualifications:
- Proficiency or fluency in another language, such as Spanish or French.
- Experience conducting intake processes, managing data or conducting interviews.
- Experience presenting research findings at a conference or symposium, either solo or as part of a team.
- Published article or essay, as a sole author, co-author or contributor.

For questions about the position, please email vpinclusion@uoregon.edu.

To apply for the position, please send the following 2 documents to delihumanresources@uoregon.edu:
1. a cover letter in which you clearly address how your knowledge, skills and abilities prepare you to be successful in the position, and
2. a current resume of your educational and relevant work experience.

Application review begins February 7, 2020, and will remain open until filled. In order to ensure full consideration, please submit your materials as early as possible, but no later than February 13, 2020.
The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the ADA. The University encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including veteran and disability status.