



Division of Diversity and Innovation

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The Division of Diversity and Innovation (DDI) is focused on building the inclusive excellence of SDSU's students and faculty, fostering a welcoming campus climate, the quality of the SDSU student experience, and enhancing diversity within the pathways through higher education. This Division maintains a close working relationship with and serves as a resource for campus leaders on matters of inclusion and diversity and works with the University Senate. DDI works proactively to facilitate an integrated vision and shared responsibility for advancing institutional goals and for fostering and affirming a campus culture based on the core values of excellence, equity, diversity, and inclusion.

DDI Graduate Assistant Position:

The Division of Diversity and Innovation is looking for a Graduate Assistant to assist with research on a number of projects, including projects funded by NSF. DDI Graduate Assistants will work collaboratively with DDI professional and student staff to support DDI and its efforts to support the SDSU community (students, faculty and staff) in issues relevant to diversity, equity and inclusion. They will also support the work of the Community College Equity Assessment Lab (CCEAL) which is a national research laboratory under the Interwork Institute at San Diego State University. CCEAL support community colleges with research, assessment, and training activities that support the success of historically underserved students of color.

Terms of Employment:

- Available to work 10-20 hours per week
- Rate: \$15 per hour
- Must be currently enrolled graduate student at San Diego State University for at least 6 academic credits

Qualifications:

- Must have a bachelor's degree, preferably in student affairs, sociology, counseling, psychology, or related fields;
- Have a demonstrated commitment to issues relevant to diversity, equity, and inclusion
- Have a background in assessment or research with the ability to conduct basic statistical analyses;
- Have strong communication skills (both verbal and written), interpersonal skills, and the ability to communicate across diverse communities and constituents; and
- Have the ability to work in groups and individually with tight timelines and deadlines.



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Job Duties:

As a member of the DDI team, Graduate Assistants will help support the following tasks:

Research

- Assist in the coordination of activities associated with the assessment and evaluation of DDI affiliated programs and services.
- Collect and code data collected from surveys, databases, and other source material, both quantitative and qualitative.
- Process data into Excel spreadsheets and/or SPSS data formatted files.
- Assist in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to research and data collection findings and results.
- Assist in the documentation of the research and assessment process and dissemination of research findings for various departments and entities at SDSU.

Administrative Support

- Supports the DDI central office by providing administrative support to professional staff as needed
- Assists professional staff with paperwork, forms, applications, and records of programs and projects
- Completes accurate data entry including (but not limited to) program feedback
- Organizes displays and marketing materials in the DDI space

If interested in interviewing for the position please fill out the application here:

<https://forms.gle/eHfoQw9qEWELas486>. If you have any questions email Nicole Belisle at ntbelisle@sdsu.edu.