



Student Association at UWM

Executive Committee Job Description

Job Title	Diversity and Inclusion Director	Pay Rate	\$12
Branch	Executive Branch	Effective Date	June 1, 2021
Reports To	Executive Committee and Senate	End Date	May 31, 2022

PRINCIPAL PURPOSE OF JOB: The Diversity and Inclusion Director is responsible in coordinating efforts to make Student Association more inclusive and representative of the population we are elected to serve. This will be done through preparation of anti-exclusion training, collaboration in all event planning, addressing oppression within relationships in SA, and taking the lead on other self-lead initiatives to center the most oppressed populations on our campus. In addition, the Diversity and Inclusion Director will collaborate with the CCED to recruit a representative group of student leaders.

LEVEL OF AUTHORITY: Performs routine and non-routine tasks with only general direction.

WORK ENVIRONMENT: Work is performed mostly indoors in an office setting. Many hours will be spent on the phone, in the office, and on a computer. Some travel may be required.

ESSENTIAL JOB FUNCTIONS:

1. Promote diversity and inclusion within Student Association and on campus.
2. Being inclusively representative in the process of decision making.
3. Approaches all conversations with empathetic communication within their job role.
4. Center inclusion and respect of oppressed populations such as BIPOC, LGBTQ+, folks with disabilities and low-income students.
5. Collaborate with CCED to recruit a representative group of student leaders.

6. Organize Student Association specific training on cultural competency in relation to advocacy and representation.
7. Addressing oppression and concerns in a constructive and educational format.
8. Coordinate w/ exec members and senators to ensure mindfulness when producing events and legislation.
9. Staying educated and keeping up to date with social movements and change that is affecting campus.
10. Encouraging and fostering a healthy environment throughout all branches of our student government including the executive branch, the legislative branch, the judicial branch and professional staff.
11. Hear grievances from members, offer support, include perspective, and find solutions to address the issue.
12. Develop partnerships (i.e. multi-cultural centers, ARC, IEC) and craft new projects or collaboration.
13. Attend Senate meetings and provide position-related reports as necessary.
14. Serve as a voting member on the Executive Committee.
15. Hold at least 10 office hours per week.

QUALIFICATIONS:

1. Must be a currently enrolled Student, who is at least part time and degree seeking, at UW-Milwaukee.
2. Must have a working knowledge of the Student Association.
3. Must be able to work collaboratively and independently when necessary.
4. Must have good communication skills and be able to follow direction.
5. Must have a strong ability to adapt quickly.
6. Must have experience in advocacy and social justice.
7. Must be comfortable speaking to large groups of people.
8. Must maintain at least a 2.5 Cumulative GPA and be in good academic and non-academic standing.
9. Must be available for the duration of the term, including during Summer 2021.

OTHER:

1. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Are you able to perform the essential functions of the job? YES _____ NO _____

Signature _____ Date _____

