Equity and Inclusion Assistant

Job Code 50026881

General Description
Assist the Equity and Inclusion Analyst in the overall office operation, including supporting the hiring and selection review process.

Examples of Duties
Serve as the first point of contact for all visitors and phone calls.
Assist the Equity and Inclusion Analyst by gathering information and/or compiling data and statistics in the evaluation of faculty and staff hiring.
Assist with the preparation and planning of meetings, workshops, and receptions.
Coordinate special projects and create training materials.
Maintain the calendar and communications for the Chief Diversity Officer and Director.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; operating a personal computer and related software.

Skill in: establishing rapport with faculty and staff; coordinating meetings with Texas State faculty and staff; delegating responsibilities to others.

Ability to: preparing clear, concise, and grammatically correct reports; read and interpret manuals and understand university policy and procedures; perform basic math; assist in providing training to new student workers.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements