

Position Description

Position Title: Student Ambassador for Diversity, Equity, and Inclusion (DEI)

Division: Office of the President

Reporting Unit: [Office of Diversity, Equity, and Inclusion](#)

Reports To: Chief of Staff/Vice President for Diversity and Strategic Initiatives

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Department Summary and Position Description

Supervised by the Programs and Policy Specialist, the Student Ambassador provides administrative support and creative input in the Office of Diversity, Equity, and Inclusion. The Student Ambassador will assist with the implementation of DEI projects and initiatives. These include website and graphic design, conducting basic research projects, and data entry.

The Office of Diversity, Equity, and Inclusion exists to ensure Sonoma State's Beloved Community is fully equitable, just, and inclusive, reflecting the diversity of California and welcoming to all who study, work, research, and teach here.

Our values include:

- Advancing equity through policies and practices
- Advocating for anti-racism education
- Fostering collaboration
- Ongoing scholarship, learning, and reflection
- Promoting social justice
- Engaging in scholarly and direct activism for social change

Core Job Duties

- Must have a strong passion and knowledge for issues of social justice and diversity, equity, and inclusion
- Serve as an ambassador for outreach to students on campus, informing them of the services and programs offered by the Office of Diversity, Equity, and Inclusion
- Demonstrate excellent oral and written communication skills
- Must be proficient with Microsoft Office and Google Suites
- Must be familiar with online/social media platforms such as Instagram, Facebook, Twitter etc.

- Must be able to prioritize multiple projects and shifting deadlines
- Must be dependable, flexible, and able to work both independently and collaboratively
- Other duties as assigned

Qualifications

- Current enrollment at SSU in full-time or part-time capacity (undergraduate or graduate students are both welcome to apply)
- Must have a semester or cumulative GPA of 2.5 or higher
- Demonstrates a willingness to examine one's own biases, assumptions, and attitudes

Expectations and Compensation

- Seeking students with availability to work 5-10 hours a week between 10:00am-4:00pm, Monday-Friday
- \$16.50 per hour
- This position has a flexible work schedule and can be completed in person or online

Application Requirements

Complete the application for student employment on the [Handshake website](#), **Job #5936406**. In the application, candidates should submit a cover letter, along with their spring semester availability.

The cover letter should answer the following:

1. Why do you want this position?
2. What personal or professional experiences have prepared you for this role?

Applications are due by 5:00pm on Friday, February 18th, 2022. Interviews will take place during the week of February 21st.

For questions about this position please contact Tramaine Austin-Dillon, Programs and Policy Specialist at austindi@sonoma.edu