Job Title: Non-Teaching Adjunct – Office of Diversity, Equity, and Inclusion (ODEI)

Job ID: 27257

Location: College of Staten Island

Full/Part Time: Part-Time

Regular/Temporary: Regular

GENERAL DUTIES

Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

CONTRACT TITLE

Non-Teaching Adjunct

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The College of Staten Island seeks to recruit a Non-Teaching Adjunct for the newly formed Office of Diversity, Equity, and Inclusion (ODEI) for the FY24 academic year. Reporting to the Executive Chief Diversity Officer and Special Assistant to the President, the Non-Teaching Adjunct is a part-time position with a priority focus on building and supporting ODEI processes, website development, and other initiatives as assigned. This position will assist in providing DEI development and engagement opportunities aimed to embrace diversity, center equity, and practice inclusion.

The Non-Teaching Adjunct in ODEI may be responsible for the following:

- Data collection, analysis, and reporting
- Engage with faculty, staff and students on DEI matters via workshops and facilitated discussions
- Develop engaging content for our webpage and offer recommendations
- Lead and plan Courageous Conversations
- Identify DEI programs for the college community
- Other duties as assigned

MINIMUM QUALIFICATIONS

Bachelor's Degree required.

OTHER QUALIFICATIONS

Preferred qualifications include:

- Experience discussing diversity, equity, inclusion, and justice topics, usage of terminology, and an understanding of various social, economic, political, intellectual, and cultural contributions and factors which impact the culturally, ethnically diverse and marginalized communities.
• Proficient in working with and producing reliable content for websites
• 2-3 years of Graphic Design experience
• Experience working with culturally and ethnically diverse populations
• Program and project data creation, collection, and analysis
• Grant writing and research
• Excellent communication and organizational skills with strong attention to detail
• Master's or Doctoral students are welcomed to apply

COMPENSATION

$47.42

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume and any additional docs as one file.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

September 18, 2023

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.