



**Diversity & Inclusion Student Assistant**  
**For CURRENT Students ONLY**  
Part-Time Grant Funded (1 Year)

Job Order 601866  
July 11, 2018

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**Department:** Diversity & Inclusion  
**Position #** 07000529

**Reports To:** Director, Diversity & Inclusion

**LOCATION:** Green Bay Campus

**HOURS:** 15 hours per week over the project period of 52 weeks. Hours will be between the core hours of Monday-Friday from 8-4:30pm with flexibility to work other hours as needed.

**STARTING RATE OF PAY:** \$10.00/hour

**Required online application available on website:** [www.nwtc.edu](http://www.nwtc.edu)

**Location:** Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307- 9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

**POSITION SUMMARY:** Assist the College's Student Involvement and Diversity & Inclusion Offices to develop a new, comprehensive Student Leadership series that incorporates racial equity and inclusive practice into all aspects of leadership development. This Series will be open to all NWTC students and students completing the Leadership Series will earn a non-credit Leadership Certificate.

## **ESSENTIAL FUNCTIONS**

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

### **Essential Functions Statement(s)**

- Assist with gathering student input as it relates to the curriculum development for the Student Leadership Series
- Connect with Student Senate and leaders from student clubs to gather feedback
- Actively connect with students to encourage participation
- Manage the various pieces associated with the series during the 2018-2019 academic year
- Provide varying levels of administrative and marketing support
- Event Planning
- Assist with various projects, such as organizing paperwork, collecting data, etc.
- Other duties as assigned.

## **POSITION QUALIFICATIONS**

### **Competency Statements (s)**

- **Values** - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- **Student Success** – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- **Diversity Oriented** - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.

- **Active Listening** - Ability to actively attend to, convey, and understand the comments and questions of others.
- **Communication, Oral** - Ability to communicate effectively with others using the spoken word.
- **Interpersonal** - Ability to get along well with a variety of personalities and individuals.
- **Organized** - Possessing the trait of being organized or following a systematic method of performing a task.
- **Reliability** - The trait of being dependable and trustworthy.
- **Self-Motivated** - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.

**SKILLS & ABILITIES**

**Education:** High School Diploma or HSED or GED

**Experience:** One year experience in an office setting preferred

\*\*An equivalent combination of education and work experience may be considered

**Computer Skills:** Intermediate knowledge of Microsoft Office Suite

**Other Requirements:** Be willing to step outside of comfort zone

**PHYSICAL DEMANDS**

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	<b>Over 100 lbs</b>	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	N (Not Applicable)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.