

Title

Inclusion & Equity (I&E) Graduate Assistant

Terms

Full time GA (20-hour work week/15 weeks/semester)

9 credit hours of tuition waiver per semester for Fall and Winter semester; \$6,500 per semester August 25, 2025 – May 2, 2026

Responsibilities

The Department of [Inclusion and Equity](#) works alongside people, organizations, and communities (both inside and outside of GVSU) to help them realize their goals regarding inclusion and equity efforts. We welcome candidates who are innovative, maintain a desire to work on a diverse team, and retain a deep commitment to the values of social justice. We intend to create a place of radical welcome and learning for the graduate assistant and see this role as a co-creator and full contributor to our work within the I&E department.

Training and Development (30%)

The GA will serve as a member of the I&E Support Team, Core Team, and [Activation and Accountability Leadership Team](#), in addition to other committees (i.e. [Black Boys and Men Symposium](#), [Teach-In](#), etc.) They will be a valued and essential part of these teams and are expected to contribute to project development and implementation. They will also co-lead the Student Engagement cohort (i.e. recruitment, selection, agenda development, facilitation, and coordination). In all, the GA will be engaged in decision-making by offering input and serving as a valued team member.

Programming, Marketing, Communication and Community Outreach (30%)

The GA will play a lead role in coordinating the I&E Institute's learning and development opportunities (i.e. communication and orientation for facilitators, tracking attendance and evaluations, and general workshop support). Additionally, they will assist in developing marketing materials, strategies, and messages, including website development, social media posts, targeted outreach, etc. This will also be a space where the GA attends community events and collaborates with partners. The GA will also assist with program development and facilitation.

Research on lead practices (20%)

The GA will conduct research that focuses on theory and application related to DEI in various contexts. This will include assisting with the continual quality improvement of several tools that the Institute already uses and developing new. It will also include assisting with the evaluation and assessment of learning workshops and overall organizational development.

Curriculum Development (20%)

The GA will support the mission of the Inclusion and Equity Institute (IEI) in creating the conditions for learning and action to recognize and dismantle systems of oppression and to understand the ways intersecting identities inform worldviews, relationships, leadership and organizations. This includes assisting with curriculum development for DEI learning workshops offered to GVSU faculty and staff (determining learning outcomes, scaffolding content, designing interactive exercises, utilizing data, citing research, etcetera).

Qualifications

The successful candidate will need to demonstrate a commitment to the work of inclusion and equity and evidence of personal learning (formally or informally). A desire to work with diverse people and to address issues of inequity is core to the work. We are seeking a graduate student who can utilize critical thinking in the review and design of curriculum and conduct research on evidence-based practices around inclusion and equity principles. Opportunities for peer-reviewed research presentations at national or local conferences are possible. An ability to work independently and manage time effectively is preferred. The successful candidate must be

fully admitted to a graduate degree program, in good academic standing, maintain a 3.0 or higher GPA throughout the GA position, and enrolled as a full-time student.

Work Station:

The graduate student will work in an office suite in 3080 JHZ with access to a computer, a conference room, supplies and awesome team members.

Orientation: Mandatory New GA Orientation will take place on Friday, August 22, 2025, from 3 pm-4 pm in the Loosemore Auditorium at Pew campus.

Department orientation will include multiple days of onboarding that include meeting team members, reviewing processes and procedures and making sure basic needs are met. Our desire is to create a strong sense of welcome and belonging.

How to Apply: Apply via [Workday](#), including uploading a resume, references and cover letter outlining your interest in this position as well relevant skills aligned with this position.

Supervision: The Associate Vice President for Inclusion and Equity will supervise the graduate assistant. This will include bi-weekly 1:1 meetings and a shared workspace to keep up on projects.

Contact Information:

Dr. Marlene Kowalski-Braun, Associate Vice President for Inclusion and Equity
3080 JHZ, 616-331-4111, kowalskm@gvsu.edu

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