

**Graduate Assistant**  
**Dr. Robert A. Savoie College of Engineering**  
**Center for Equity and Diversity in Engineering (CEDE@UNO)**  
**Job Description**

**Title: Graduate Assistant**

**Department: College of Engineering/Center for Equity and Diversity Engineering**

**Job Summary**

The College of Engineering is seeking a graduate assistant to support the Center for Equity and Diversity (CEDE) in Engineering. The Center is supported through a grant from the National Science Foundation (NSF). The overall purpose of CEDE is to develop a more diverse engineering workforce as well as to increase the enrollment, retention, and graduation rates of engineering students from historically underrepresented groups while fostering a welcoming and inclusive environment in the College of Engineering and at UNO in general.

**Responsibilities**

The graduate assistant will support grant activities. Duties will include:

- Assist with the management of peer tutoring and peer mentoring activities.
- Assist with outreach activities that promote recruitment, retention, and success of students.
- Assist with event planning, development of materials, marketing, and management.
- Analyze data, generate reports, and assist in preparing presentations.

**Desired Skills and Qualifications**

The successful graduate assistant in this position should possess the following:

- Ability to work with diverse populations.
- Strong organizational and communication skills.
- Strong interpersonal and presentation skills, and the ability to write on a scholarly level.

- Experience working in an office environment and ability to work professionally.
- Ability to handle confidential information with utmost discretion.
- Ability and willingness to develop collaborative partnerships with faculty, staff, students, and other campus stakeholders.
- Ability to perform duties with little supervision, multi-task and meet deadlines.

The GA's appointment is to begin Fall 2023 and to remain through December 30, 2023, with the possibility for renewal. The position requires a commitment of 20 hours per week.

### **Application Process**

Submit the following application material to [cede@uno.edu](mailto:cede@uno.edu) using the subject line: Grad Assistant Application for CEDE:

- A letter of interest, indicating your current academic and career goals. Include a description of any experience working with diverse populations.
- Resume or CV.
- Contact information for three references.

Review of applications will begin immediately, and interviews may be scheduled as soon as applications are received. The position will remain open until filled.

For more information, please contact LeAsha Moore, Director of CEDE, [cede@uno.edu](mailto:cede@uno.edu)

**Students must have and maintain a 3.0 GPA and be enrolled in at least 9 graduate credit hours in both the Fall and Spring to be eligible. In addition to a stipend, this position includes a tuition waiver.**