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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Diversity Services Research and Resources Executive** |
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| **Term of Office:** | September 1 to April 30 (Summer Preparation Required) |
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| **Supervisor:** | Diversity Services Assistant Director |
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| **Remuneration:** | Volunteer  |
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| **Hours of Work:** | 8-10 hours per week (academic), variable hours (summer) |

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| **General Scope of Duties** |
| The Research and Resources (RR) Executive will be responsible for managing the Diversity Services resource hub. They will work with the rest of the Diversity Services Executive to organize the presentation of this information to students in different media formats (print, online, workshops) for the purpose of educating the student body. They will also be in charge of curating the information and resources and keeping up-to-date on current topics related to social justice, with a focus on racism, religious discrimination, and indigenous issues. The RR Executive will work closely with the Director and Assistant Director to develop and implement the MSU’s Anti-Oppressive Practices (AOP) and Diversity and Inclusion training. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Administrative & Communications Function  |  45% | * Create and maintain the Diversity Services resources hub
* Help advertise these educational resources to the McMaster community
* Develop multiple media to disseminate this information
* Organize the information for AOP training to MSU volunteers in collaboration with relevant stakeholders
* Work with various relevant campus and community partners to curate and design resources
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| Research Function  | 45% | * Keep up to date on current events related to social justice, and compile this information for resource guides
* Ensure Diversity Services is integrating critical theory into programming and campaigns by working with executive members
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| Other  | 10% | * Provide regular updates to the Diversity Services Director and Assistant Director
* Participate in executive meetings as scheduled
* Support and attend Diversity Services events
* Provide transition to the incoming Research and Resources executive
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| **Knowledge, Skills and Abilities** |
| * Awareness and understanding of topics associated with Diversity Services (racism, religious discrimination, indigenous affairs, ableism, sexism, and intersecting oppressions)
* Organizational and time management skills
* Interpersonal skills
* Strong written and oral communication skills
* Formal and/or informal research skills (academia, social media)
* Knowledge of resources on campus associated with Diversity Services is an asset
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| **Effort & Responsibility** |
| * Establish and maintain professional connections on and off campus
* Effort to keep updated on current topics, and ensure the service is informed of them
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| **Working Conditions** |
| * Most work can be completed in a shared office space or from home
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Participation in all Diversity Services Training sessions required (provided)
* Previous experience working in an anti-racist, anti-oppressive environment is an asset
* Transition with incoming Executive also required
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| **Equipment** |
| * Use of Personal Computer
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