Position Summary

The College of Natural Science (NatSci) invites applications for a twelve-month Academic Specialist-Outreach position in the continuing system focused on diversity, equity, and inclusion (DEI) for employees and students in NatSci.

This position is situated primarily in the NatSci Dean’s Office and the selected candidate will join a growing team of diverse and committed professionals who work collaboratively to support DEI.

The individual hired for this position will report to the NatSci Assistant/Associate Dean of DEI and will collaborate with partners across NatSci and MSU units to support DEI strategic initiatives.

Responsibilities of the position include but are not limited to:

* Developing and implementing programming, including workshops, and presentations.
* Facilitating cultural competency and skills development workshops, for a variety of audiences (e.g. students and employees)
* Offering DEI and/or implicit bias training for hiring committees and various college level committees.
* Providing support to the Associate/Assistant Dean of DEI in developing and implementing new and existing programs related to employee health and well-being, belonging, student success, event planning, communications, and liaising with MSU employees and graduate students.
* Advising employees and students on policies, procedures, and resources for DEI related concerns.

Equal Employment Opportunity Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability or protected veteran status.

Required Degree

Masters -Education, STEM, Social Science, or related

Minimum Requirements

* A master’s degree in education, STEM, social science, or related field.
* Strong oral and written communication, interpersonal, and organizational skills
* Experience developing, implementing, and facilitating programming, including workshops and presentations
* Evidence of successful collaborations around community building.
* Commitment to and knowledge of diversity, equity, inclusion, accessibility, and belonging in a professional or educational setting

Desired Qualifications

* Background in mentoring.
* Expertise with intergroup dialogue, conflict resolution, and mediation
* Previous exposure to working with STEM students and/or employees
* Experience developing informational resources.
* Evidence of and commitment to professional development

Required Application Materials

* Letter of interest (no more that 2 pages) that describes the candidate’s interest for the position
  + Please include/discuss experience with and/or commitment to and knowledge of DEI related to programming (training, workshops, and presentations), communicating with a variety of audiences at the student, department, and college level, and in collaborations around community building.
* Curriculum Vitae or resume
* Statement addressing the candidate’s commitment to diversity, equity, and inclusion, which could include lived experiences and past or potential contributions in a professional or educational setting
* Contact information, including email and telephone number, for three professional references

Special Instructions

Review of applications will begin two weeks after posting and continue until the position is filled. Applications should be submitted online through the [careers.msu.edu](https://careers.msu.edu/en-us/listing/) website. For additional information or to request accommodations, please contact the Committee Chair Interim Assistant Dean of DEI, Danielle Flores Lopez, floresd3@msu.edu.

Review of Applications Begins On

03/08/2024

Website

https://natsci.msu.edu

Department Statement

Michigan State University has been advancing the common good with uncommon will for more than 160 years. One of the top research universities in the world, MSU pushes the boundaries of discovery and forges enduring partnerships to solve the most pressing global challenges while providing life-changing opportunities to a diverse and inclusive academic community through more than 200 programs of study in 17 degree-granting colleges.

**DEI Office Statement**

We acknowledge that candidates are unlikely to meet all qualifications for a position description. Therefore, if you have some of the experiences described above, we strongly recommend you apply.

MSU Statement

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**Advertised:** Feb 26, 2024 Eastern Standard Time  
**Applications close:** Feb 26, 2026 Eastern Standard Time