

Whittier College is an independent, four-year Liberal Arts College distinguished by its small size (1600 undergraduates) and a nationally recognized liberal arts program. Whittier College has a history of strong and innovative interdisciplinary programs and a diverse student body. The College is ideally situated in the scenic hills eighteen miles east of downtown Los Angeles.

Diversity, Equity, & Inclusion (DEI) Assistant

The Office of Diversity, Equity, & Inclusion (DEI) at Whittier College is seeking an Assistant. Reporting to the Associate Vice-President-DEI, the DEI Assistant provides support to the AVP & Dean, DEI, and the Office of Equity & Inclusion (OEI) daily and strategic operations. The DEI Assistant will work with the office to develop and maintain a regular newsletter to create consistent and engaging marketing and communications about DEI at the College. This individual is responsible for updating and tracking DEI budget accounts and processing budget requests and coordinating and communicating with relevant parties. The Assistant will provide technical assistance, communications, and general office support for DEI programs and activities.

Hours: Monday – Friday

Exempt Status: non-exempt

Full Time/Part Time status: part time (25 hours per week), non-benefit eligible

Salary Range: \$20-\$22 per hour; Salary will commensurate with experience, skills, and knowledge.

Reports to: AVP & Dean, DEI

Location/Department: Whittier College (Main Campus)/Office of Diversity, Equity, & Inclusion

POSITION DUTIES AND RESPONSIBILITIES:

Essential Functions of the Job:

- Track and monitor DEI budgetary spending.
 - o Reconcile expenses monthly
 - o Provide Associate VP with monthly budget reports
 - o As needed, order supplies; work with accounting on purchase orders; obtain appropriate authorization for purchases.
- Provide office support for the Office of AVP/Dean, DEI, and OEI office, including scheduling and vendor relations.
- Monitor and make orders for materials and supplies for daily operations and for special events.
- Manage participation tracking and survey administration, as needed.
- Serves as communication liaison and coordinator for matters pertaining to facilities and Campus Safety, etc.
- Communicate with other college agents, as needed, in matters regarding the needs of the DEI office.

- Maintains master DEI calendar.
- Support annual OEI programming.
- With oversight from OEI, organize and coordinate contributions for a campus-wide DEI newsletter & issue emails regarding cultural calendar in a timely manner

General Expectations

1. Support student success.
2. Collaborative orientation toward co-workers.
3. Proficient mathematic skills.
4. Effective time management.
5. Uphold Whittier College's commitment to equity & inclusion.
6. Adhere to college and budgetary policies.
7. Knowledge of college DEI policies and initiatives & Title IX.
8. Ability to organize, track, and monitor several projects simultaneously.
9. Ability to establish methods to gather, collate, and classify information, and to maintain accurate records.
10. Ability to always maintain confidentiality.

Non-essential Functions of the Job:

1. None identified at this time.

Position Specifications and Requirements:

Preferred Qualifications

- B.A.
- At least 3 - 6 months of experience in an office of higher education
- Working knowledge of Excel, Canva, Outlook, and other Microsoft Office Software
- An understanding of the higher education experience of students from historically marginalized identity groups.
- Knowledge of monitoring budget accounts in a business environment.
- Excellent written and oral communication skills

Minimum Qualifications

- A.A. degree
- Working knowledge of Excel, other Microsoft Office Software, and Canva
- Excellent written and oral communication skills
- Ability to manage budget accounts in a business environment
- College-level mathematics skills

Application Deadline: until the position is filled.

The position is based in Whittier, California. To be considered for this position, please submit your cover letter and resume to: whittierjobs@whittier.edu and ksanders@whittier.edu or mail to Whittier College, Attn: Human Resources Manager, 13406 E Philadelphia Street Whittier, CA 90608. AA/EOE.

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