

University of Colorado | Anschutz Medical Campus
School of Dental Medicine
Official Title: Student Assistant III
Working Title: Office of Diversity and Inclusion (ODI) Student Assistant

Job Summary:

The School of Dental Medicine (SDM) welcomes applications from exceptional candidates with administrative skills who are passionate about diversity, equity, inclusion, and belonging (DEIB) and interested in providing support to a diverse academic community. The CUSDM Office of Diversity and Inclusion is centered around three main goals:

- Building an inclusive culture of belonging.
- Creating more accessible and equitable pathways to become a dentist, especially for historically excluded populations.
- Understanding and changing systemic inequities, specifically those that impact patient outcomes.

Our office is dedicated to cultivating a vibrant and inclusive community where individuals from all backgrounds, identities, and perspectives thrive. Our multifaceted approach encompasses advocacy, education, and collaboration, creating a supportive space that values diversity as an asset and empowers all members of our community to engage, learn, and grow together.

The Office of Diversity and Inclusion is seeking a motivated and enthusiastic student worker to join our team. In this role, you will play an integral role in supporting the office's mission to create an inclusive and equitable campus environment while impacting pathways to dental medicine and creating more equitable patient outcomes. You will collaborate with the Director of Diversity and Inclusion Programming to assist in various administrative, event planning, and outreach tasks that promote diversity, equity, and inclusion on campus.

This part-time position is located with University of Colorado, [Anschutz Medical Campus](#) in the School of Dental Medicine. Insert information about working hours and location.

The University of Colorado Anschutz Medical Campus is a public education, clinical and research facility serving 4,500 students, and a world-class medical destination at the forefront of life-changing science, medicine, and healthcare. [Read CU Anschutz Quick Facts here.](#)

Examples of work performed: insert 5-8 bullets is best practice

- **Administrative Support** - Assist with general office tasks, including scheduling, responding to emails, organizing and maintaining office files, documents, and databases.
- **Event Coordination:** Assist in the planning, promotion, and execution of diversity and inclusion events, trainings, workshops, and seminars, including Destination Diversity events. This may include event logistics, RSVP tracking,

setting up event spaces, facilitating food ordering, and providing on-site support during events.

- **Outreach and Communication:** Contributing to creation of content for newsletters or emails, working with CUSDM communications team for content development, and outreach to partners on and off campus to promote diversity and inclusion initiatives and engage the campus community.
- **Collaboration** - Collaborating with the Student Recruitment Officer (SRO), admissions department, and other campus and community entities to build relationships and execute events and strategies for DEIB.
- **Data Collection and Research Support:** Assist in collecting and organizing data related to diversity and inclusion efforts, including surveys, projects, and feedback. Help analyze data to identify trends and opportunities for improvement. Assist in conducting research on best practices in diversity, equity, and inclusion in higher education. Compile research findings and contribute to reports or presentations.

This description is a summary only and is describing the general level of work being performed, it is not intended to be all-inclusive. The duties of this position may change from time to time and/or based on department and School of Dental Medicine need. We reserve the right to add or delete duties and responsibilities at the discretion of the supervisor and/or hiring authority.

Why Join Us:

The University of Colorado School of Dental Medicine (CUSDM), a collaborative partner on the Anschutz Medical Campus, is a diverse learning, clinical care, and research community. The CU SDM is committed to integrated health that innovates, treats and discovers for the well-being of and in-service to local and global communities. CUSDM will be recognized as the leading transformative dental institution that graduates future-ready practitioners to deliver research-informed person-centered care.

The Office of Diversity and Inclusion is dedicated to bringing innovation and change to ODI serves as a hub for inclusive practices, innovation, and dialogue. We envision a campus where DEIB is celebrated as a driving force behind our collective success. By embracing differences and challenging biases, through a lens of intersectionality, we are shaping a campus that not only welcomes what makes us unique, but celebrates differences and leverages them to provide exemplary care. Through our ongoing efforts, we strive to create a vibrant and enriching academic and social environment that embodies the values of respect, equity, and unity.

If you are passionate about creating a more inclusive campus community and are eager to contribute to the efforts of the Office of Diversity and Inclusion, we encourage you to apply.

Diversity and Equity:

The University of Colorado Anschutz Medical Campus is committed to recruiting and supporting a diverse student body, faculty, and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities, persons within the LGBTQ+ community and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

Qualifications:

Minimum Qualifications

- Enrolled CUAMC student
- 1 year experience learning and using office software (i.e., Microsoft office, Excel, PowerPoint, Office 365, TEAMs, Outlook)

- Experience coordinating student and/or professional events in an academic environment.

*Applicants must meet minimum qualifications at the time of hire.

Preferred Qualifications

- Demonstrated knowledge, understanding and interest in DEIB (i.e., foundational knowledge of definitions, terms, and industry/best practices)
- Student must be in good academic standing to maintain the position
- Experience and/or participation in diversity, equity, and inclusion committees, groups, trainings, or CoPs.
- Understanding and working knowledge of dental medicine.
- 1 year coordinating student and/or professional events in an academic environment.
- Enrolled undergraduate or graduate CUSDM Student

Knowledge, Skills & Abilities

- Demonstrated commitment to working with diversity populations.
- Ability to analyze, interpret, and evaluate a broad range of rules, and regulations in order to exercise good judgment in applying them to dental medicine.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to work in a collaborative and multi-cultural environment
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment to advancing diversity and inclusion.
- Ability to use information technology effectively, including information management as it relates to the use of dental electronic health records.
- Ability to maintain a high level of confidentiality while working with sensitive information.
- Ability to take initiative with daily work activities and collaborates to create a positive effect on others.
- Demonstrated commitment to the highest standards of ethical and professional conduct.
- The ideal candidate for this position will be a detail oriented, dedicated and professional individual.

How to Apply:

For full consideration, please submit the following document(s):

1. A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position
2. Curriculum vitae / Resume
3. Three to five professional references including name, address, phone number (mobile number if appropriate), and email address

Applications materials and/or questions can be submitted to: SDMHR Office:
sdmhr@cuanschultz.edu.

Screening of Applications Begins: Applications will be accepted until finalists are identified. Those who do not submit all requested application materials may or may not be considered.

Anticipated Pay Range: The starting salary range (*or hiring range*) for this position has been established as \$15.00/hr.

ADA Statement: The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at hr.adacoordinator@ucdenver.edu.

Background Check Statement: The University of Colorado Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students, and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

Vaccination Statement: The University of Colorado has a requirement for COVID-19 vaccinations and full completion thereof by 9/1/21 or upon start date. Information regarding this requirement, and exemptions can be found at:
Anschutz: https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/3000-general-admission/3012---covid-19-vaccination-requirement-and-compliance.pdf?sfvrsn=4e9df3ba_2

Unit-Specific Exemptions:

- Anschutz Campus – Accommodations may be granted for medical or religious reasons.

The University of Colorado seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty, and staff of diverse backgrounds.