

Job Title: Race, Equity, and Inclusion Steering Committee (REI-SC) Non-Teaching Adjunct (NTA)

Closing Date: This position is open Until Filled (the review of applications to begin immediately)

Job Category: Non-Teaching Adjunct

Location: 199 Chambers Street

City/Cities: NY, NY 10008

Position Type: Non-Teaching Adjunct Expected hours: 15-20 hours per week

Salary: \$46.49 (per hour)

Job Description:

Expected hours: 15-20 hours per week

The BMCC REI-SC seeks a non-teaching adjunct (NTA) with strong communication, organizational, project management, research, and analytical skills. The REI-NTA position will require a strong commitment to and understanding of equity and inclusion matters, be intellectually curious, empathetic, and demonstrate openness to new ideas. The ideal candidate for the NTA role would be a graduate-level student, preferably enrolled in a CUNY doctorate program in the education, public administration, cultural studies, political science, social science, or humanities disciplines - with an emphasis or demonstrated interest in anti-racism, social justice, and equity/inclusion. The candidate should be autonomous, detail-oriented, resourceful, collaborative, and adaptive. We anticipate 15-20 hours of work per week, remotely and on-campus, as needed, under the supervision of the REI co-chairs.

Responsibilities:

The REI-NTA will help to facilitate and manage activities related to the REI-SC's charges related to outreach, research, marketing, and digital projects such as:

- Support the REI-SC activities in order to meet the outlined, end of year benchmarks
- Assist with researching existing literature, programs, and initiatives on anti-racist pedagogy and academically-centered inclusion efforts of other colleges. Research will inform the development of a web-based anti-racist and social justice resource repository
- Assist with Collegewide and REI-SC-focused data collection and analysis efforts to meet the needs of the REI subcommittees (i.e., surveys/focus groups/interviews)
- Work with the Office of Institutional Effectiveness and Analytics (OIEA) and other parties to create equity-focused assessment tools, rubrics, and metrics
- In collaboration with OIEA provide project planning support to identify metrics, measurements, benchmarks, and milestones for proposed projects, and action items to inform and ground next steps and decision-making
- Assist REI leadership with developing strategies to inform messaging, education, and accountability mechanisms
- Assist REI leadership with the planning, coordination, and execution of REI-SC meetings, BMCC community conversations, and interdisciplinary exchanges
- Aid REI leadership with building relationships and facilitating ongoing communication between the REI Steering Committee, Office of Academic Affairs (OAA), Office of Compliance and Diversity, Public Affairs, and Student Affairs, student organizations, BMCC community centers, and the local community to achieve the outlined objectives of fostering a more equitable and inclusive campus and community
- Prepare and provide communication, reports, presentations, using an operating platform in Microsoft Word, Excel, PowerPoint or similar software
- Manage administrative tasks such as recording and documenting attendance in addition to taking notes for REI-SC meetings
- Track and monitor student representatives for CCT credit acknowledgement

- The REI represents all facets of the college including faculty, students, administration, and staff, and the potential strategic coordination, support, and tracking by a designated NTA will result in a significant difference in anchoring and integrating the vision of REI into the fabric of BMCC - and - most importantly expedite the REI-SC's recommendations.

Required Qualifications: MA degree

Preferred Qualifications: Currently completing doctoral degree requirements.

Area of specialization: Education, higher education administration, public administration, cultural studies, race and ethnic studies, political science, social science, or humanities discipline. Familiar with research that examines equity, inclusion, and the intersections of race, class, gender/gender-identity, disability, sexuality, religion, and/or nationality, anti-racism pedagogy, exploration of racial- and socialjustice issues.

How to Apply:

Please submit resumes to REI@bmcc.cuny.edu Attention: the REI Steering Committee Co-Chairs

EQUAL EMPLOYMENT OPPORTUNITY

NTA: Level 1

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.