Application for Executive Assistant for Diversity

*For the Academic Year 2020-2021*

**Position Description:** *The Executive Assistant for Diversity is responsible for maintaining communication between the Student Senate and other diversity organizations to enhance the climate of inclusion on Wartburg’s campus. This position serves as the chair of Diversity Committee, a committee of the Student Senate. They are responsible for meeting frequently with the Director of Student Diversity Programs and with the executive officers of International Club, Alliance, Asian Student Association, Black Student Union, and all other campus organizations with a focus on diversity. The Executive Assistant for Diversity will also be responsible for organizing MLK Day, Black History Month, Culture Week, and other diversity events held on campus. These position-specific duties are accompanied by general Executive Team duties such as keeping office hours, attending Student Senate meetings, and attending Executive Team meetings.*

***Other than obligations****, the Executive Assistant for Diversity is responsible for emphasizing with all groups on campus, regardless of race, age, sex, color, orientation, etc. They are driven to serve as a resource for those whose perspectives are unacknowledged. The Executive Assistant for Diversity is culturally competent, and passionate for facets of diversity aside from simply just demographics.*

***Minimum requirements:***

In order to be considered for these positions, you must:

1. have a cumulative grade point average of at least 2.250
2. have been enrolled at Wartburg College during the last academic term
3. attend Wartburg College for both the Fall and Winter Term of your term in office

***Materials:***

1. Please submit the following application electronically by **noon on Monday, March 9th** to emma.williams@wartburg.edu

2.  Also include a letter of recommendation from a Wartburg faculty or staff member of your choice. It should be campus mailed to Emma Williams, Box #961 or emailed to jenna.brannaman@wartburg.edu by noon on **Monday, March 9th.**

**Please answer the following questions:**

1. Please list your name, year, major, and prior Senate experience.
2. Mention any and all relevant involvement with organizations at Wartburg that have prepared you for the responsibilities of the Executive Assistant for Diversity. (first-years may refer to Senior year of high school). How will you work to balance your involvements?
3. To what degree do you believe it is necessary for all leaders to be held accountable for their actions? How will you ensure the accountability of both yourself and the other Exec members?
4. Diversity Committee typically has heated conversations and is considered a safe space for any opinions to be considered and heard. As EAD you will advise Diversity Committee, and will preside over all meetings. How will your leadership style allow for this inclusive environment to flourish?
5. How would you define diversity? What is the role and presence of diversity on Wartburg College’s campus? How does diversity differ from inclusion?
6. As an executive member, you will be answerable for Senators. Talk about how you view this relationship.
7. What do you plan on continuing from EAD efforts this year or discontinuing? Lightly (and honestly) detail these plans.
8. What new projects or goals do you plan to pursue for this position next year?
9. How do you deal with conflict in a professional setting? How well do you comment on “uncomfortable” issues?
10. What is your leadership style?
11. Is there anything else that you would like us to know that you may not have had the opportunity to say?