MICHIGAN STATE UNIVERSITY | Extension

MSU EXTENSION

Position Information

Position Title

Extension Specialist

Salary

Commensurate with education and experience

Benefits

Comprehensive benefits package: https://www.hr.msu.edu/benefits/index.html

Location

East Lansing, MI

Negotiable

To Apply

Current MSU Employees: Access the EBS portal. Under the My Career and Training section, select the Careers @ MSU tile to view Internal Job Postings.

External Applicants: Visit http://careers.msu.edu

Posting Number: 828709

Application Deadline: 1/5/2023

Contact for Questions

msue.hr@msu.edu

Diversity, Equity, and Inclusion Specialist

Position Overview

As part of MSU Extension (MSUE), this position develops, conducts, identifies, and implements trainings, resources, and learning opportunities for staff, community partners and organizations across the state. These resources help inform the commitment to civil rights (CR), diversity, equity, and inclusion (DEI) so that these values become incorporated into MSUE's culture and outreach.

You will serve as a resource on issues related to CR and DEI that occur across the organization, in collaboration with MSUE's Director of Human Resources. You will report to the MSUE Director in coordination with the Associate Dean of Diversity, Equity, and Inclusion – College of Agriculture and Natural Resources.

In this position, you will work collaboratively on issues of DEI, while disseminating information to staff that supports learning and fosters an environment of inclusive excellence. Your work will include dissemination of training, and development, coordination, facilitation, and implementation of learning opportunities. You will serve as an ex-officio member of the CANR DEI committee and will work with MSUE leadership to coordinate Employee Resource DEI networks.

Additionally, you will provide leadership, coordination, and support to the MSUE Undergraduate Internship Program and will lead the DEI Race and Ethnicity Accountability Council, as well as oversight and coordination of the MSUE Professional Apprenticeship Program.

You will provide leadership for CR compliance reviews, be responsible for developing reports, and will serve as the CR committee chair. Following completion of compliance reviews, you will implement recommendations to ensure compliance with USDA/NIFA on CR and equal opportunity policies.

Working in collaboration with MSUE leadership, you will work to strengthen onboarding, recruitment, and retention processes for people of color, women, and other underrepresented groups. You will provide guidance on best practices in recruiting processes and will look for innovative ways to diversify applicant pools and expand outreach.

Minimum Qualifications (see full description for complete list of requirements)

- Master's degree in cultural or ethnic studies, social services, sociology, psychology, organizational development, behavioral sciences, business, HR, or related field.

Application Process

View full description and apply through the MSU careers page. **Search for posting 828709 using the Job Search field.**

Application deadline is January 5, 2023.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. MSU is committed to achieving excellence through cultural diversity. Persons with disabilities have the right to request and receive reasonable accommodations. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.