

**ROWAN UNIVERSITY SCHOOL OF OSTEOPATHIC MEDICINE**  
**JOB DESCRIPTION**

**Job Title:** Outreach and Research Assistant  
**Facility:** School of Osteopathic Medicine  
**Department:** Diversity, Equity, and Inclusion/Dean's Office  
**Facility:** RowanSOM  
**Reports To:** Director of Diversity, Equity, and Inclusion

**If interested, please email Yvonne Ortiz at [ortizy@rowan.edu](mailto:ortizy@rowan.edu)**

**Use subject format: Last Name:Work Study Candidate Exm: Smith - Work Study Candidate**

Rowan University recognizes that diversity, equity and access are educational, economic, and civic imperatives and that diversity is essential to achieving academic excellence. As part of the Division of Diversity, Equity and Inclusion (DEI), the Office of Diversity, Equity, and Inclusion at the School of Osteopathic Medicine (SOM) supports SOM's mission in attracting, supporting, graduating, and retaining a diverse, culturally competent physician and scientist workforce to thrive and serve diverse communities.

**SUMMARY:**

The Outreach and Research Assistant is responsible for student outreach, program execution with and for marginalized student identity groups, including BIPOC and LGBTQIAA+ students, benchmarking research on best practices, and support with diversity, equity, and inclusion activities. Stakeholders working with DEI initiatives are expected to participate in on-going DEI professional learning.

**ESSENTIAL DUTIES:**

- Assist with the development of a DEI presence on SOM social media to market DEI related issues in medicine and advertise programs;
- Assist with researching, assessing, compiling, developing, presenting reports on DEI related data;
- Assist with the coordination, advertising and execution of DEI events, activities, meetings and trainings;
- Ensure timely and professional communication efforts of all DEI assignments; and
- Assist with program and event planning and execution.

**MINIMUM QUALIFICATIONS:**

- At least one-year related experience related to student support, social media marketing, and/or diversity, equity and inclusion.
- Demonstrated soundness in judgment, decision making skills, and ability to maintain confidential sensitive student information
- Demonstrated attention to detail, organization skills, and strong work ethic
- Must have good interpersonal skills and ability to work independently and in a team
- Strong oral and written communication skills and proficient with WebEx and Zoom
- Ability to interact tactfully with all levels of SOM staff, students, and trustees

**PHYSICAL DEMANDS:**

All essential functions as specified by current Admissions/Enrollment requirements during initial student matriculation.