

**The Diversity Committee is looking for
several assistants (0.5 - 1 fte)
to support our research on diversity at the UvA
April - August 2016**

The newly installed Diversity Committee is researching 'diversity' at the University of Amsterdam and is looking for assistants to support the research.

As a subcommittee of the Democratization and Decentralization Committee, the Diversity Committee will investigate issues relating to diversity and inclusion at the UvA. We focus on various kinds of diversity (e.g. race/ethnicity, gender, religion, class, sexuality, different abilities). Among others, the committee explores the composition of students and staff, individual experiences, teaching practices, curricula, regulations and material environments.

The Diversity Committee needs assistants who contribute to the research activities. We are looking for students (and recently graduated people) with an interest in the theme and with strong research skills and/or strong organizational skills.

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We are looking for motivated people who can start
at short notice, for **0.5 - 1.0 fte** in the period **April 6th till August 31st**

If you want to apply to one to of the profiles below,
send a motivation letter (referring to the profile of your interest) and cv in English
before March 22, 12:00 by email as pdf-documents to
uvadiversitycommission@gmail.com.

The salary will be €1863 gross per month, based on 38 hour/week (scale 6.0).

For more information on the committee and the mandate, see <http://democratisering.uva.nl/agenda/content2/evenementen/2016/02/presentatie-commissie-diversiteit.html>. For more information about the vacancies, the current workplan, or the application procedure, please contact the committee, via uvadiversitycommission@gmail.com.

All profiles:

Qualifications that apply to all profiles:

- Personal experience with and/or affinity with the project's theme,
- Proactive attitude,
- Very good writing skills (*English and Dutch*),
- Preferably MA or RMA student or recently graduated,
- We specifically invite UvA students to apply.

Profile 1) Qualitative research

Description:

For the various qualitative parts of the research, we need 4 to 6 assistants. These parts focus on the inclusiveness of policies, regulations, teaching practices, curricula, and textual and physical environments. The activities in these various parts entail:

- Identify and analyze international good practices,
- Identify and analyze policy documents in higher education (NL/EU),
- Retrieve and analyze curricula,
- Document and analyze properties of textual and physical environments,
- Organize, conduct and process focus groups at the UvA,
- Organize, conduct and process open interviews at the UvA,
- Contribute to writing the report.

Qualifications:

- Capacity to work under pressure, with tight deadlines
- Excellent organizational skills
- It is an advantage if you meet one (or more) of the following qualifications:
 - Familiar with the organizational structure of the UvA, including student groups and movements,
 - Experience with the analysis of policy documents,
 - Experience with the analysis of texts,
 - Experience with the analysis of visual materials,
 - Experience with conducting and analyzing interviews,
 - Experience with conducting and analyzing focus groups,
 - Familiar with social critique / questions of diversity,
 - Familiar with post- and decolonial theory, and intersectional perspectives
 - Familiar with the analysis of narratives / the process of antenarratives.

Profile 2) Quantitative research

Description:

We need 1 à 2 assistant to contribute to the quantitative part of the study. Main task is to help examine the composition of UvA students and staff, based on present numerical data, using statistical techniques in SPSS. This might entail cleaning up data and making it suitable for analysis. Secondly, in order to evaluate the UvA outcomes, additional numerical data need to be acquired and analyzed – for example of other educational institutes. You will also contribute to the writing of the report. Together, we will design this part of the project and develop a critical view on the use of structured methods.

Qualifications:

- Experience with statistical techniques
- Experience with SPSS and Microsoft Excel

Profile 3) Organizational support & webpage

Description 3a):

We need 2 assistants for organizational support. These assistants will be the spiders in the web, supporting the committee in all our tasks. You will take care of the organizational arrangements (planning, meetings, minutes, filing of documentation, etc), of the internal and external communication, and collect and process relevant (R)MA theses.

Qualifications:

- Independent and proactive
- Structured, with excellent organizational skills
- Preferably some secretarial experience
- Excellent communication skills
- Excellent writing skills (English and Dutch)

Description 3b):

We are also looking for someone to build and manage a project website.

Qualifications:

- Experience with building and managing a website, with interactive features
- Excellent writing skills (English and Dutch)

Profile 4) Transcription

For the verbatim transcription of interviews and focus group meetings, we need assistants from around April 15th to around June 15th. (Payment per worked hour.)

Qualifications:

- Fast and accurate typing
- Preferably experience with transcription