### Position Information

**Position Title**
Extensions Specialist

**Salary**
Commensurate with education and experience

**Benefits**
Comprehensive benefits package: [https://www.hr.msu.edu/benefits/index.html](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](http://careers.msu.edu)

**Posting Number:**
828709

**Application Deadline:**
1/5/2023

**Contact for Questions**
msue.hr@msu.edu

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### Diversity, Equity, and Inclusion Specialist

**Position Overview**

As part of MSU Extension, 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**

- 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](http://careers.msu.edu) page. Search for posting 828709 using the Job Search field.

Application deadline is January 5, 2023.