



# Office of Diversity & Inclusion (ODI)

<https://info.nrao.edu/do/odi/diversityadvocates>

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# Diversity Advocate

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## Diversity Advocate

The Diversity & Inclusion (D&I) Advocate promotes the advancement of diversity and inclusion in New Mexico, and across the Observatory. The D&I Advocate will coordinate activities with the New Mexico Site Director, and with the Director of Diversity & Inclusion at NRAO to support specific D&I initiatives throughout the Observatory, in addition to providing recommendations that address New Mexico-specific D&I issues.

The D&I Advocate will act as the site's lead spokesperson for D&I efforts.

The NM D&I Advocate will be selected by a committee composed of the NM Site Director, ODI Director, and the HR Director.

# Office of Diversity & Inclusion (ODI)

## Duties & Responsibilities:

- Serve as the primary point-of-contact at the site level for D&I related matters;
- Serve as chair of the NM Employee Diversity Group (EDG), and organize and lead [quarterly] EDG meetings;
- Represent diversity and inclusion ideals in daily interactions;
- Actively participate in D&I meetings, and communicate outcomes of the meetings at each site;
- Manage D&I communication campaigns (post notices of upcoming trainings, events, etc.);
- Support D&I training programs by coordinating logistics, and making recommendations on targeted topics that are pertinent to New Mexico;
- Champion and advocate all D&I events in New Mexico;
- Serve as a role model regarding D&I issues at NRAO; and
- Provide site-specific information on D&I activities that NRAO needs to report to NSF on a quarterly basis.

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## Qualifications:

- Demonstrated interest in promoting a culture of diversity and inclusion at NRAO
- Completion of the D&I Advocate suite of online training courses before service begins
- Demonstrated ability to lead by example, with a reputation for inclusive interaction with colleagues

## Time Commitment:

Time commitments will vary depending on the work at hand. However, D&I Advocates should plan on devoting approximately five working hours per month for meetings, planning, and discussion with employees and managers. Note that this time should be coded as BI on your timesheet, but is still paid from your home account. Advocates serve at least one one-year term with the option to renew if mutually agreeable.

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## To Apply:

- Complete the application form, **by August 15th** at:

<https://docs.google.com/forms/d/e/1FAIpQLSf7zhQxuQOTy0JvYbg1E0-UaWXiWZBvMYapZYJPO4IjyqneYg/viewform>

## **Process:**

- A committee, composed of the NM Site Director, ODI Director, and the HR Director will review the applications, and make selections.
- All candidates, and the 2018/19 Advocate will be notified by September 3rd.

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# Employee Diversity Group Members



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## Employee Diversity Group Members

The Employee Diversity Group should be attentive to opportunities to increase awareness of diversity - and inclusion-related issues and, within the context of EDG meetings, recommend solutions. Successful EDG members will be motivated to:

- work to promote respectful dialogues that explore the benefits of diversity and inclusion
- within NRAO;
- promote diversity and inclusion at Observatory events
- actively represent and promote inclusiveness and respect

The NM EDG will be comprised of a cross representation of employees (across roles, from the DSOC and the VLA site) who will actively participate in the Observatory's diversity efforts. The group members will serve as liaisons between the site's employees, and will work with the NM Diversity Advocate, who will serve as Chair of the EDG.

The NRAO Director of D&I advises and supports the Diversity Advocates, and the efforts of each EDG.

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## Duties & Responsibilities:

- Actively participate in Diversity meetings (monthly or quarterly, as determined by the EDG)
- Assist with sharing Observatory-wide D&I communications
- Serve as a role model by attending D&I trainings and events
- Be attentive to opportunities to advocate for diversity and inclusion at NRAO
- Communicate and report diversity related information to Diversity Advocate
- Complete suite of online training modules
- Solicit ideas from employees regarding diversity oriented events/issues relevant to site

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## Important Note:

EDG members are not expected to resolve or mediate conflicts that may arise over diversity and inclusion issues. Instead, EDG members should forward complaints or issues to the Diversity Advocate and/or to Human Resources.

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## Qualifications:

- Demonstrated interest in promoting a culture of diversity and inclusion at NRAO
- Completion of the D&I EDG suite of online training courses before service begins
- Demonstrated ability to lead by example, with a reputation for inclusive interaction with colleagues

## Time Commitment:

It is expected that EDG members will serve no more than two hours per month. This service time should be recorded as BI. EDG members serve 1 year appointments, renewable for an additional year. Appointments are effective at the beginning of each fiscal year.

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