Writing the Job Description to Attract Diverse Applicants

Position Description- highlight the importance of diversity and inclusion

_Counseling Center and Student Veteran Life, Veteran Support Counselor/Mental Health Therapist_ “Our staff not only enjoys outstanding benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty... This person must exhibit an appreciation of, a sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty and staff of many social, economic, cultural, ideological, racial and ethnic backgrounds.”

Unit Description- describe the unit as a place that values diversity and diversity-related work on multiple levels

_The Information School, Advancement Coordinator_
“The iSchool is a community of diverse disciplines, professional fields, and areas of expertise engaged with the study of information and its use by people and organizations. We conduct rigorous research and create challenging learning environments that make a difference throughout the region, the state of Washington, the nation, and the world. We are an open, ethical, highly engaged and collaborative community based on trust, transparency and mutual respect. We believe in the importance of quality of life, embracing diversity, making a difference and having fun.”

University Description- include UW’s broader commitments to diversity, equity, and inclusion

_UW Bothell Diversity Center, Director of the Diversity Center_
“UW Bothell’s current enrollment is approximately 5,700 students. A majority of those students are first generation college attendees or are from underrepresented groups; approximately 92 percent are from Washington. Located in the Seattle metropolitan region, UW Bothell builds vibrant regional partnerships, creates and disseminates new knowledge, and prepares students for leadership in the state of Washington and beyond. Diversity is a core value of University of WA Bothell. We believe the power of diversity enriches all of us by exposing us to a range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.”

Description of Materials to be Submitted- request a statement that describes a candidate's experiences and commitments to diversity and inclusion

_UW Center for Experiential Learning, Pipeline Project Site Manager_
“The Pipeline Project at the University of Washington has a commitment to providing a welcoming and inclusive environment to the ethnically and racially diverse children and families we serve. Please describe your experiences and perspective on diversity and how this will inform your role as a Program Coordinator. Discuss your potential to mentor and educate undergraduate students who will work with diverse populations around the state.”