

Getty DEI Project Administrator

This role will be full-time, temporary – for a period yet to be determined, but not less than six months. This role is in support of the DEI Council and will perform related duties that may also reach across the Getty in connecting with Task Forces, working with Getty's partners at Jones Inclusive (JONES), and coordinating with Senior Leadership, as needed.

The individual selected for this role will maintain their position, job classification and salary in the program/department in which they are currently working. Arrangements will be made with the program/department regarding the work currently being done and the selected individual will return to their position upon completion of this temporary assignment.

As co-chairs of the DEI Council, Anne Helmreich and Petrus Williams will provide primary oversight and guidance to the individual selected as the DEI Project Administrator.

The DEI Project Administrator will handle administrative tasks and manage logistics for projects of the DEI Council and collaboration as needed with the Department/Program DEI Task Forces.

The Project Administrator will need to perform duties with a high degree of confidentiality, independence, initiative and judgment, prioritize the workload efficiently and without direct supervision, and meet deadlines under changing conditions.

Responsibilities will include:

- Attend DEI Council meetings, taking notes and disseminating to participants. Liaise with JONES representatives, co-chairs, and members for any materials needed prior to meetings and distribution of agendas. Coordinate scheduling of the Council with Kristina Windmiller or others as appropriate.
- Manage incoming email for the DEI Council, responding as needed, and/or disseminating to appropriate subcommittee or for discussion with co-chairs and JONES. Refine and maintain a tracking system for the dissemination of emails and subsequent responses. Create follow-up mechanism for any action items that are distributed to others.
- Support the scheduling of DEI Council Subcommittees.
- Manage project timelines and provide reminders to DEI Council Subcommittees or others as needed, to ensure timely completion. Support Subcommittees by providing note-taking and report gathering, as needed and able.
- Coordinate joint information sharing and communications efforts by working with the DEI Getty-wide Communications Subcommittee and Staff/Senior Leadership Communications Subcommittee and, as necessary, gathering information from other subcommittees.
- Liaise between DEI Council, Task Forces, JONES, etc. as needed, for scheduling of meetings.

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- Prepare reports and other information as needed by DEI Council and its subcommittees with the oversight of Council co-chairs and JONES representatives.
- Assist with the preparation of materials and regular updates for Getty Senior Leadership, Staff and Board of Trustees.
- Support the distribution of DEI information and resources via Getty GO.

To be successful in this role, the selected individual will have:

- Strong commitment to Getty's DEI work as an institutional goal for the betterment of the whole organization
- Exceptional sensitivity, sound judgment and highly cognizant of confidentiality
- High-level of experience related to project management and administrative work
- Outstanding organizational skills and detail orientation
- Excellent written and oral communication skills and ability to communicate across all areas of the organization
- Advanced Microsoft Office suite skills and ability to embrace and learn new technology (especially OneDrive and TEAMS)
- Ability to establish project goals and objectives and manage project activities
- Capacity to handle multiple tasks and deadlines simultaneously
- Aptitude to identify issues and facilitate negotiation

Interested parties should submit a letter of interest and updated resume to ngibson@getty.edu. These should outline the individual's experience with: project management, including working collaboratively, handling multiple projects and meeting deadlines; effective strategies/approaches with respect to communication; and a commitment to and interest in Getty's DEI work as an institutional goal.