Dear Anika,

Thank you for applying to the 24-25 DEI Ambassador role. We are pleased to offer you a job as an Ambassador for the Department of Computer Science. We know your skills and contributions to the department this year will only continue to grow and support the development of DEI.

On the second page of this document are the expectations required for this role. Please read these expectations before agreeing to this position. Please check the box below indicating your intention of serving in this role, you are also required to sign and date this letter. There is a chance because of new rules about DEI the position title will change, however the work you do will still build an inclusive and better CS community through student engagement.

The DEI Ambassador role will be a paid position, earning up to $500 per semester.

We are so excited to have you and can't wait to see all the amazing things you will do!

To accept this offer please return this letter completed by April 18.

Sincerely,

Lindsey Williams
Graduate Assistant for Diversity, Inclusion, and Student Engagement

Signatures:

Lindsey Williams
Company Representative (Sign)

  Lindsey Williams
Company Representative (Print)

April 9, 2024
Date

_____
Applicant (Sign)

_____
Applicant (Print)

_____
Date

The Diversity, Equity, and Inclusion (DEI) Ambassador Program is intended to address issues of visibility, access, and outreach for those within the department and throughout the surrounding community. As a part of this program, current undergraduate students serving in this role will be given the opportunity to serve as a resource and community builder for peers. DEI Ambassadors will be the student leaders affiliated with the Debugging DEI & SOAR (Success through Opportunities, Access, and Resources) initiatives in the department.

The DEI Ambassadors provide an indispensable service to the Department of Computer Science by serving as liaisons to current and prospective students, the community, faculty and staff, UNC alumni, and industry on topics related to diversity and inclusion. As a DEI ambassador, each member is expected to be a significant contributor to the development of the department as an inclusive community.

The DEI Ambassador role is a paid position. DEI Ambassadors report to the DISE Graduate Assistant. The CS Department believes this role to be valuable, developmental, and a skill builder that will contribute to your success beyond your time at UNC CS. The following expectations will be implemented in efforts to ensure efficiency and create a mutual understanding between the DEI Coordinator, DISE Graduate Assistant and Ambassadors. As the Supervisor, I will provide support, direction, resources, opportunities for growth, and in some cases, challenge you while carrying out responsibilities and expectations.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION
The DEI Ambassador role was created as an initiative to increase visibility of diversity, and the practice of inclusion. As a part of the role, ambassadors are expected first and foremost to be open to working with all students. All events and initiatives facilitated by DEI Ambassadors should ensure support, advocacy, and advancement of students in CS.

Ambassadors are expected to advocate for concerns and offer feedback as it is related to student experience of peers with historically excluded identities.

Ambassadors are expected to demonstrate respect and commitment to advancement of historically excluded identities within computer science

Disclosure of Identities (OPTIONAL)
- In efforts to encourage students to connect with DEI Ambassadors, Ambassadors will be asked to share specific historically excluded identities to be published on the website. Ambassadors are discouraged from sharing identities that they would not like publicly shared and should be communicated with the supervisor as soon as possible.

COMMUNICATION
Clear, honest, timely, and appropriate communication is an expectation of this role.
- Emails - Emails will be used to communicate to the team via your agreed upon email address (UNC email). A Google Email will be used for various items as needed. You should check this at least once a day, and respond to emails, including any actionable steps, within twenty-four (24) hours.
- Daily communication via text, phone call, or Slack is appropriate as long as the medium is agreed upon and understood among all parties.
- Information Dissemination - Timely and professional information dissemination to the UNC CS community, or DEI Coordinator is expected.
- DEI Ambassadors are expected to be conscious of time-sensitive information and communicate such with the appropriate parties in as much advance as possible.
- DEI Ambassadors are expected to operate as a team to carry out all social events and responsibility, ensuring fair and equitable participation and requiring consistent communication.
  - Ambassadors should determine the best medium for communication amongst each other.
- Confidentiality - Confidentiality is mandatory. Breaches of confidentiality are not tolerated and will result in removal from the role.

MEETINGS
Please be present, engaged, and on time to the meetings listed below:
- Bi-Weekly Team Meetings (time to be determined)
  - A calendar invite will be sent via Google Calendar - please be sure to utilize this calendar or link it, as appropriate.

- Timeliness – Please arrive on time to meetings. If you are going to be late, contact the DEI Coordinator and/or DEI Ambassador team, as soon as possible.
- Remote meetings will be common. DEI Ambassadors are expected to be prepared for remote meetings, and have appropriate technology. If there is an issue or concern with technology, please communicate with the supervisor as soon as possible.

UNC CS SOCIAL ENGAGEMENT

The DEI Ambassadors will plan and lead initiatives that promote community development within the UNC CS community regularly. As a part of social and community engagement, DEI Ambassadors are expected to

- Form positive relationships with other community members, specifically those with historically excluded identities
- Find creative ways to disseminate timely and relevant information about skills, opportunities, and challenges faced by the group, if applicable
- Promote a safe and inclusive social environment within the CS Department

The DEI Ambassadors should work regularly with the Ambassador Team and DEI Coordinator, to plan, market, and execute **at least two social/educational events** per month during the academic year.

- All events should be approved by the DEI Coordinator at least one week in advance.
- The Ambassador Team should plan to execute at least one event per semester with each Corporate Partner, if applicable (list of Corporate Partners will be provided).
- All purchases for social programming should be made using a p-card. Approved items/needs/fees may be purchased by the Supervisor or ER team.
- The Ambassador Team will be responsible for determining responsibilities related to planning and execution of events.
    - At least two ambassadors should be present at each event.
- Ambassador Team will be responsible for Advertising all Debugging DEI/SOAR events via social media and other marketing methods
- Ambassador Team will be expected to support all department-wide events that further advance the department's DEI mission and vision (e.g. Womxn in Tech Week, Chancellor's Science Scholars lab tours, Hack the Culture, etc.)

DEI Ambassadors should also make every effort to **be available for small group or one-on-one social engagement** with CS students (e.g. coffee chats, lunch, study groups, etc) by appointment.

DEI Ambassadors will also be expected to **update monthly bulletin boards** with relevant and engaging topics as a team.

DEI Ambassadors will also be asked to **develop education and celebration opportunities** for Heritage/Identity Calendar events (e.g. Womxn's History Month, Latino/a Heritage Month, International Day of Trans Visibility, etc.). This can be done as a bulletin board or as a part of social/educational programming.

As DEI Ambassadors engage with students and begin to develop positive relationships within the community, they are expected to be aware of the university reporting process for any **students of concern.**

- DEI Ambassadors are expected to report any immediate physical, mental, or emotional concerns utilizing Care Referral processes within 24 hours of becoming aware of such concern.
- If ambassadors are uncertain about the nature or the severity of the concern, please communicate to the DEI Coordinator as soon as possible.

EDUCATION, COMMUNITY & K12 OUTREACH

Ambassadors will be asked to participate in/assist with various K-12 and community outreach opportunities that support the department's goals towards broadening participation in the field.

K-12 Engagement opportunities will be distributed amongst team members based on the needs and time commitment in efforts to be equitable and conscious of other responsibilities of the role based on scheduling and interest in specific partnership.

For on-campus engagement, Ambassador should expect to be available to assist with planning and execution of departmental events and outreach activities (i.e. Middle & High School CS Open House, Chancellor Science Scholars Welcome Week, etc) based on scheduling and interest in specific partnership.

ACCOUNTABILITY

These expectations are set forth to ensure your success in the Ambassador role, as well as the overall success of the DEI Ambassador program. Questions about your performance are welcome at any time.

DEI Ambassadors are encouraged and expected to hold themselves and each other accountable to the responsibilities of the role. If at any time, Ambassadors are concerned about their ability to perform the responsibilities or their ability to be a contributing team member they are encouraged to meet with the DEI Coordinator as soon as possible to determine a plan of action.

ASSUMING POSITIVE INTENT AND DECISION MAKING
Please trust that all decisions made for the DEI Ambassador Team are made in the best interest of the team. Input from the DEI Ambassador Team will often be solicited. In times where input cannot be solicited, please assume that the team's best interest was considered first.

It is the expectation that you support all UNC and UNC CS policies and decisions in your interactions with your residents, regardless of your personal perspective. Please remain positive in this role as you seek to develop relationships with peers as a resource, as you are also a representative of the department.

As the DEI Ambassador role evolves and grows, expectations may be updated to best fit the needs of the department and also be mindful of the student commitment. The DEI Coordinator reserves the right to change or add to the expectations at any time as needed and appropriate.