

Pre- Professional

Handbook

2022-2023

Northwest Technical College

Division of Diversity, Equity and Inclusion

Contents

Our Foundation..... 2

Handbook Purpose 2

Orientation..... 2

About the Division of Diversity, Equity and Inclusion 3

Pre-Professional Defined 4

Training Guideline..... 5

Resources 6

Our Foundation

Mission

Northwest Technical College engages, supports and prepares students for rewarding careers through innovative programs and hands-on learning.

Vision

Northwest Technical College will be a regional leader in providing accessible and innovative education to meet the evolving needs of our diverse students, communities and workforce.

Core Values

Our students, faculty and staff strive for:

- Excellence – focus on quality and continuous improvement.
- Integrity – earn trust by doing what we say we will do; ensure high professional and ethical standards.
- Inclusion – provide an atmosphere of respect, sense of belonging, dignity and acceptance of all.
- Student Success– provide access and educational opportunities for personal and professional growth.
- Innovation – deliver creative and future-oriented career and technical programs.
- Community Engagement – develop strong collaborative relationships with education, business and industry to meet regional needs.

Handbook Purpose

The purpose of the pre-professional handbook is to provide pre-professionals with the foundational training and knowledge centering the institution, division, population we serve, services we provide, and intrapersonal and interpersonal reflection. The handbook may be used as a secondary resource. The primary resource is the site supervisor.

Orientation

Each pre-professional will be guided through orientation. Orientation serves as the foundational training needed for pre-professionals to be successful while working within the division. The orientation will take approximately 4 hours. In addition to orientation, each department may provide specialized training to pre-professional staff. The orientation will consist of a) review of this handbook and interpersonal reflection with supervisor, b) tour of divisional office spaces, c) review of departmental websites and interpersonal reflection with supervisor, d) pre-professional preparation checklist which includes reviewing timesheet submission expectations, work attire expectations, workstation review, email etiquette (signature, font, color, timeliness), and e) question and answer session with supervisor.

Learning Objectives

The orientation provides pre-professionals with foundational understand and skills to be successful in their role. From orientation, pre-professionals will:

- Be able to identify each department within the Division of Diversity, Equity and Inclusion,
- Be able to identify foundational resources associate to DEIA+,
- Understand the foundation of the Division,
- Gain a sense of self-identified professionalism.

Schedule of Orientation Training

Objective:	Format of Completion:	Timeframe:
Handbook review	Supervisor Led	1-Hour
Tour of divisional office spaces	Supervisor Led	1-Hour
Departmental websites review	Self Led	30-Minutes
Start Up Work: <ol style="list-style-type: none"> 1. Reviewing timesheet submission expectations 2. Work attire expectations 3. Workstation review 4. Email etiquette 5. Work schedule confirmation 	Supervisor Led	1-Hour
Review of current professional documents (<i>Resume, cover letter, diversity statement, reference list</i>)	Supervisor Led	30-Minutes

About the Division of Diversity, Equity and Inclusion

The Division of Diversity, Equity and Inclusion is comprised of three departments: Office of Diversity, Equity and Inclusion (ODEI), Center for Diversity, Equity and Inclusion (CDEI), and Center for Civil Rights (CCR). Within the CCR there are two functional areas: Affirmative Action Office and the Investigation Office. The division is staffed by experts within each department. The experts hold the following titles:

Director of Civil Rights and Affirmative Action
 Director of Civil Rights and Restorative Justice
 Director of Diversity, Equity and Inclusion
 Senior Administrative Specialist
 Campus Diversity Officer and Title IX Coordinator

The ODEI is located at Northwest Technical College, 311. The CCR is located at Bemidji State University, Deputy Hall, 211. Situated within the CCR is the Investigation Office, and the Affirmative Action Office. There is also a conference room located in the CCR. The CDEI is located in Hobson Memorial Union (Upper), 256.

Services Provided by Department

Each department provides unique services to the Bemidji State University, and Northwest Technical College communities. Together the services advance institutional goals and societal goals to centering diversity, equity, inclusion, antiracism *plus*. Services continue to evolve as the needs of the institutions change.

CDEI: Training, multicultural events, student advising, student advocacy, open-center, internships, and pre-professional supervision.

Investigation Office: Training, compliance management, assessment, complaint investigation, events, advocacy, open-center, and pre-professional supervision.

Affirmative Action Office: Training, compliance management, assessment, events, advocacy, open-center, and pre-professional supervision.

ODEI: Divisional supervision, training, events, compliance management, student and employee advocacy and advising, open-center, and supervision.

Pre-Professional Defined

Within the division, we promote learning, skill development, and mentorship through our student employment opportunities. Our student employees are termed *pre-professionals* because we intentionally provide strategic supervision that advances each employee in their cultural competence and critical thinking skills. Through pre-professional evaluation and development planning, we are able to infuse DEIA+ into any major that a pre-professional is studying. We welcome all fields of study. Our model of praxis for pre-professionals consists of three prongs: mentorship, development, and strategic supervision.

Currently, the division welcomes work study and non-work study (including international identifying students) students to apply for our employment opportunities. Each department has a set number of employees that they hire annually.

- Center for Diversity, Equity and Inclusion: 1 (NTC), 4 (BSU)
- Investigation Office: 1
- Affirmative Action Office: 1
- Office of Diversity, Equity and Inclusion: 1 (NTC), 1 (BSU)

Positionality and Responsibility

Each department has unique functions. Our uniqueness requires determined and eager to learn pre-professionals. As we employ our model of praxis, it is important that we ensure appropriate alignment for the position. All positions serve in the capacity of Office Assistant. Pre-professional may have the opportunity to work between departments within the division. The positions that are traditionally offered along with the responsibilities are:

Center for Diversity, Equity and Inclusion

Coordinator for Center Experience

The Coordinator for Center Experience is responsible for working alongside the Director to ensure the functionality of the Center for Diversity, Equity and Inclusion. This includes assisting students navigate the resources offered within the Center. The Coordinator is responsible for assisting with scheduling staff and reservations of the Center. This position also serves as an Office Assistant.

Manager of Social Media and Marketing

The Manager of Social Media and Marketing is responsible for working alongside the Director to ensure marketing, communication, and publication for the Center is appropriate, timely, and creative. The Manager have secondary responsibility of ensuring the safety and respect of the Center's online presence pertaining to social media. The Manager may work with the University's (or College's) Office of Marketing and Communication department regarding website management. This position also serves as an Office Assistant.

Coordinator for Events and Strategy (Tier I)

The Coordinator for Events and Strategy is responsible for working alongside the Director to develop, coordinate and implement events centering diversity, equity, inclusion, antiracism *plus*. Through strategic planning methods, the Coordinator will serve as the secondary (and sometimes primary) authority of events. The tier one coordinator will engage more heavily in event development. This position also serves as an Office Assistant.

Coordinator for Events and Strategy (Tier II)

The Coordinator for Events and Strategy is responsible for working alongside the Director to develop, coordinate and implement events centering diversity, equity, inclusion, antiracism *plus*. Through strategic

planning methods, the Coordinator will serve as the secondary (and sometimes primary) authority of events. The tier two coordinator will engage more heavily in the event implementation. This position also serves as an Office Assistant.

Investigation Office

Office and Special Projects Advocate

The Office and Special Projects Advocate (OSPA) is responsible for working alongside the Director to ensure proficient and efficient service is provide to all stakeholders. The OSPA will work closely with the Director to coordinate and implement events for faculty, staff, students, and community members, at times. The OSPA will assist the Director with coordinating primary office functions such as reservation management, reception of stakeholders, and organization of important documentation. This position may have the opportunity to serve both Bemidji State University and Northwest Technical College.

Affirmative Action Office

Office and Special Projects Advocate

The Office and Special Projects Advocate (OSPA) is responsible for working alongside the Director to ensure proficient and efficient service is provide to all stakeholders. The OSPA will work closely with the Director to coordinate and implement events for faculty, staff, students, and community members, at times. The OSPA will assist the Director with coordinating primary office functions such as reservation management, reception of stakeholders, and organization of important documentation. This position may have the opportunity to serve both Bemidji State University and Northwest Technical College.

Office of Diversity, Equity and Inclusion

Office and Special Projects Advocate

The Office and Special Projects Advocate (OSPA) is responsible for working alongside the Campus Diversity Officer (CDO) to ensure proficient and efficient service is provide to all stakeholders for both Bemidji State University and Northwest Technical College. The OSPA will work closely with the CDO to coordinate and implement services for faculty, staff, students, and community members. The OSPA will assist the Senior Administrative Specialist with coordinating primary office functions such as reservation management, reception of stakeholders, and organization of important documentation.

Training Guideline

The training guideline was developed to assist supervisors and pre-professional with navigating the training experience. It provides *essential questions* to assist with grounding the training experience and encouraging deepened pondering. It also provides *tips to complete* each objective in the schedule. These guidelines are not the training, the training schedule it provided in an above section.

Tips To Complete Training

Handbook review: It is recommended that the pre-professional review this handbook in-depth with the intention of learning about the Division. This process can be completed by using the Read Aloud function within Microsoft Office, Word. Click *Review* → Place your curser in front of where you would like to begin reading → Under the *Review* tab, click *Read Aloud*.

Tour of divisional office spaces: It is recommended that the pre-professional visits each department and engage in questions that advance their knowledge of that space.

Departmental websites review: It is recommended that the pre-pre-professional takes at least 15 minutes per departmental website to better understand how to navigate it. This objective may spark questions for the pre-professional which are welcomed by the supervisor for discussion.

Review of current professional documents: It is recommended that the pre-professional presents professional documentation to be reviewed with supervisor. This objective was developed to ensure that the pre-professional receives clinical supervisor for professional documentation. This session should be progressive and useful to the pre-professional as they aim to advance their applicability to their discipline of student, future aspirations, and DEIA+.

Questions To Ponder Per Objective

Handbook review:

- What questions do I have about the division?
- How important is the work that I will be doing?
- What is my part in this work?
- What the review of the handbook challenging? If so, why?
- What did I gain from this experience?

Tour of divisional office spaces:

- What is the importance of this office space?
- What does this office do?
- How may I be of assistance in this work?

Departmental websites review:

- Did I find anything nonfunctional on the websites?
- What did I learn from reviewing the websites?

Review of current professional documents:

- Where do I need help?
- What did I do really well?
- What jobs will I try to apply for in the future?
- What will I be doing in the next 6 years?

Resources

It is important that each pre-professional gain knowledge of the resources that both Bemidji State University and Northwest Technical College has. It is equally important that pre-professionals recognize community and state level resources. The know of these resources will assist the pre-professional with being successful in the position.

Bemidji State University	Northwest Technical College
Center for Diversity, Equity and Inclusion Hobson Memorial Union, 256 Phone: 218-755-3773 CenterDEI@bemidjistate.edu	Office of Diversity, Equity and Inclusion Northwest Technical College, 311 Phone: 218-755-4121 OfficeDEI@bemidjistate.edu
Center for Civil Rights Deputy Hall, 211 Phone: 218-755-4053 TitleX@bemidjistate.edu Affirmativeaction@bemidjistate.edu	Student Success Center Northwest Technical College Phone: 218-333-6655 Link

Cindi Pederson, Administrative Specialist, Sr. Deputy Hall, 313 Phone: 218-755-2380 Cynthia.pederson@bemidjistate.edu	
Public Safety Office Walnut Hall Phone: 218-755-3888	
Student Center for Health and Counseling Phone: 218-755-2053	

Minnesota State	Regional
Minnesota State Office of Equity and Inclusion Link	Bemidji City Police Department 613 Minnesota Ave., NW, Bemidji MN 56601 Phone: 218-751-9111
	Leech Lake Tribal College Phone: 218-335-4200
	Red Lake Nation College Phone: 218-679-2860
	White Earth Tribal and Community College Phone: 218-935-0417