**Weekly Responsibilities include (~3-5hrs/week):**

- **Student organization engagement (1-3 hours/week)**
  - Maintain awareness and general coordination of diversity initiatives run through student organizations (AIAA, WAE, GWAE, GA^3, AeroAfro, dREFS, RPA^3)
    - It is not expected the Fellows attend all exec meetings
  - Organize fortnightly updates from each student organization through email or online format
  - Coordinate Community Awareness Lunch & Learns (CALL) events between graduate student organizations (GA3, GWAE, and AeroAfro specifically)
  - Be available for meetings with student groups on an ad-hoc basis
- **Maintain DI&I calendar including diversity events from student groups (<1 hour/week)**
- **Attend weekly settings with Fellowship Advisors, Diversity Officer Denise Phillips and DI&I Chair Paulo Lozano (1 hour/week)** (fellows can alternate or organize meeting cadence as needed)

**First Quarter (February-March) Responsibilities include:**

- Complete diversity training for personal development and education (the optional trainings in Atlas)
- Host 2 Department-wide events (possible examples: lit review, journal club, hosting a guest speaker) centered on diverse and inclusive best practices in aerospace, academia, and in general (1 event per fellow)(3-5 hrs per Fellow)
- Participate in undergraduate URM Visit Weekend as well as general visit weekend for women’s, LGBTQIA+ and URM events

**Second Quarter (April-May) Responsibilities include:**

- Host 2 Department-wide events (possible examples: lit review, journal club, hosting a guest speaker) centered on diverse and inclusive best practices in aerospace, academia, and in general (1 event per fellow)(3-5 hrs per Fellow)
- Host an end-of-semester presentation and Town Hall on Diversity Fellows best-practices and lessons learned
- Evaluate the progress of the DI&I implementation plan using quantitative measures tracking rubric (but the work can be divided as convenient)

**Third Quarter (September-October) Responsibilities include:**

- Host 2 Department-wide events (possible examples: lit review, journal club, hosting a guest speaker) centered on diverse and inclusive best practices in aerospace, academia, and in general (1 event per fellow)(3-5 hrs per Fellow)
- Coordinate with Diversity Officer on organization of AeroAstro Graduate Application Assistance Program (GAAP)

**Fourth Quarter (November-December) Responsibilities include:**

- Host 2 Department-wide events (possible examples: lit review, journal club, hosting a guest speaker) centered on diverse and inclusive best practices in aerospace, academia, and in general (1 event per fellow)(3-5 hrs per Fellow)
- Host an end-of-semester presentation and Town Hall on Diversity Fellows best-practices
and lessons learned

- Evaluate the progress of the DI&I implementation plan using quantitative measures tracking rubric (but the work can be divided as convenient)
- Initiate transfer of knowledge meeting with new set of Fellows and create documentation for the transition

Continual Responsibilities include:

- Read about diversity best-practices in aerospace, academia, and in general on a rolling basis (2-4 hours/week)
- Based on research and experiences, implement or propose additional practices as needed or desired
- Facilitate creation of additional student affinity groups
- Develop, plan and execute department level diversity events, as well as lab level diversity events on an as-needed basis