



Coordinator for Inclusion and Diversity (*part-time*)

Department: Student Affairs
FLSA Status: Non-Exempt

Job Status: .75 FTE
Reports To: Vice President for Student Affairs & Chief Diversity and Inclusion Officer

Grade/Level: N/A

Amount of Travel Required: None

Work Schedule: M-F; 9:00 a.m. to 4:00 p.m.; 12 months; Evenings and weekends as required.

Positions Supervised: None

POSITION SUMMARY:

Assists the Vice President for Student Affairs & Chief Inclusion and Diversity Officer in creating a sustainable environment that is inclusive and supportive for underrepresented faculty, staff, and students. Coordinates and supports equity and inclusion initiatives to improve student success with identified underserved students and communities. Provides administrative support in all areas of the CIDO/VPSA office. Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendors/experts.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Leads, coordinates, and/or provides organizational support for inclusion and diversity initiatives implemented by the VPSA/CIDO and the President's Committee on Inclusion and Diversity.
- Plans, promotes and coordinates inclusion and diversity events at the direction of VPSA/CIDO.
- Serves as the project manager on assignments as assigned by VPSA/CIDO.
- Assists with communicating and publicizing the progress of inclusion and diversity work with identified underserved AC students and communities to information staff, faculty, senior leadership and policy.
- Assists the VPSA/CIDO in the preparation and coordination of administrative reports.

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Coordinates all operations of the Office of the VPSA/CIDO including maintaining the calendar of appointments and events, scheduling meetings, answering office phone, reserving facilities, and travel arrangements.
- Serves as the contact for individual students or student organizations, fostering a strong connection and partnership between these students/groups and the VPSA/CIDO.

- Assists with New Student Orientation and other assigned events.
- Other Duties as assigned

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to fully meet job expectations and to and to perform the essential functions of the job.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: Associate's degree and two years of office support; fundamental knowledge of and a commitment to DEI (diversity, equity, inclusion) initiatives.

Desired: Bachelor's degree and one year of office support experience; fundamental knowledge of and a commitment to DEI (diversity, equity, inclusion) initiatives.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the essential functions;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to perform the essential functions of the job.)

To fully meet job expectations, the incumbent must have the ability to:

- maintain regular and consistent attendance and arrive on time;
- solve problems, develop, plan and implement goals, organize work or assigned projects, follow instructions;
- complete tasks accurately and thoroughly on or before deadline(s);
- obtain, maintain, and apply knowledge of applicable federal and state guidelines to ensure compliance;
- establish and maintain a good rapport with all levels of employees to include: working willingly, effectively and acting/dressing professionally, and complying with College policy;
- maintain confidentiality regarding sensitive matters;
- model high standards of honesty, integrity, trust, ethical behavior.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical office environment.

DISCLAIMER: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by the supervisor as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____