

Inclusivity, Diversity, Equity, Advocacy & Success (IDEAS) Coordinator

Position Information

Position Information

Position Title	IDEAS Coordinator
Working Title	Inclusivity, Diversity, Equity, Advocacy & Success (IDEAS) Coordinator
Department	170010-Community Engagement
Pay Rate	\$3,477.59/month
FTE	1.0
FLSA	Exempt
Position Number	999373
Classification	CJS15
Special Instructions to Applicants:	<p>A complete UCM application for employment, cover letter and resume are required. Incomplete applications will not be considered.</p> <p>This position will remain open until filled however application materials received by 07/10/15 will be given priority consideration.</p>
Working hours:	Monday – Friday: 8 am – 5 pm Evenings/Weekends as needed.
Bargaining Unit	No
Posting Date	06/23/2015
Closing Date	
Open Until Filled	Yes
Position Purpose	The Inclusivity, Diversity, Equity, Advocacy & Success (IDEAS) Coordinator will assist in the development of an inclusive campus culture by developing student success initiatives for under-represented populations to include active outreach efforts and programs that address student retention and recruitment, campus climate, complaint resolution and community relations.

Education & Formal Training

Other Education & Formal Training	<p>Bachelor's degree in Education, Business Administration, or related field required.</p> <p>Master's degree in Education, Business Administration or related field preferred.</p>
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Computer Skills

Word-Processing, Spreadsheet, Presentation, Other - Internet

Experience

Three (3) years progressively responsible experience facilitating diversity/multicultural initiatives required.

Experience in higher education environment required.

Experience working with NPHC Greek Organizations preferred.

Other Experience

Licenses, Certificates, Registrations, Criminal History check, Driver's license & State/Federal Requirements of Position:

Other Licenses, Certificates, Registrations, & State/Federal Requirements

Special Skills, Abilities, and Knowledge:

Attention to detail, Budget-related skills, Communication skills, including oral, written, and/or nonverbal, Human Relations/Interpersonal skills, Leadership skills: organization/meeting facilitation/project leadership, Supervisory skills, including motivation, delegation of duties, evaluation, etc, Management and/or administration skills, Ability to manage multiple concurrent projects and meet deadlines, Maintain confidentiality

Other Special Skills, Abilities, and Knowledge

Counseling students in relation to challenges with issues of diversity, race, prejudice, gender, sexual orientation, class, etc.

Excellent command of contemporary equity, diversity, inclusion and multiculturalism concepts and issues, especially as they apply to higher education (e.g., recruitment and retention, access and equity, diversity in curriculum, the educational impact of diversity, policy and legal dynamics of diversity, etc.).

Strong writing and interpersonal communication skills, especially the ability to relate to and interact with a diverse student population.

Ability to persuade, teach and build trust regarding key diversity and inclusion concepts and obligations.

Demonstrated leadership and experience in advancing equity, diversity, inclusion within a complex organization.

Demonstrated success in developing educational programming with and for diverse audiences.

Excellent communications skills, interpersonal skills and emotional intelligence. Demonstrated ability to cross organizational and cultural boundaries with ease, adapting language and style to the context both in person and at a distance.

Demonstrated judgment, analysis and decision-making skills.

Experience investigating complaints and facilitating conflict resolution through counsel, coaching and mediation.

Specify sensory abilities:

Physical & Environmental Factors:

Other Physical & Environmental Factors

Lifting weight

Special Working Conditions: Travel required, Professional appearance, Work in stressful conditions

Other Special Working Conditions Irregular work hours – Attendance for evening/weekend events.

Ability to Keyboard No keyboarding test required.

Special Qualifications:

Other Special Qualifications

Supplemental Questions

Required fields are indicated with an asterisk (*).

Required Documents

Required Documents

- 1. Cover Letter
- 2. Resume

Optional Documents

None