The Office of Equity and Diversity

**Title:** Graduate Coordinator for the Office of Equity and Diversity

**Location:** Student Center, room 110

**Job Type:** Graduate Student Worker

**Days Needed:** Monday – Friday (Occasional evenings and weekends required)

**Job Description:**

The Office of Equity & Diversity (OED) graduate coordinator will be responsible for the following:

- Assist with coordination of the Center for Faith and Spirituality (CFS).
- Assist the Director with the development, coordination and implementation of educational, cultural, and inclusion programs across the University.
- Develop and implement special projects which includes, but is not limited to, initiatives to address current trends and issues, benchmarking, program development, and items of interest to the Graduate Assistant, time permitting.
- Coordinate, in conjunction with others, training, peer educator program, and support for student interns for OED.
- Assist in the development and coordination of multicultural and diversity programs and services for the university community in conjunction with the rest of the office staff.
- Will promote multicultural education and programming for students, faculty and staff with information on and referral to campus and community resource.

**Primary Responsibilities:**

**Programming Implementation**

- Organize and implement educational programming and other events on broad social justice issues;
- Work with Student Communications to develop and send media releases, and implement other publicity strategies, including social media.
- Help develop, run, facilitate, and maintain OED Peer Educators Program

**Outreach**

- Organize tabling and other outreach activities/events to reach a variety of students about OED, as well as programming and services offered by OED.
- Coordinate staffing and initiatives at events, fairs, and orientations.
- Present and facilitate classroom presentations, workshops, and trainings across campus on issues of Equity and Diversity.

**Information/Referral/Staffing/Resource Library**

- Provide information and referral to Center users.
- People front desk as needed.
- Serve as a OED representative and/or liaison to university committees, task forces, etc., as well as community organizations, as assigned.

**Support and Advocacy**
• Provide support and advocacy to students accessing OED areas.

Marketing

• Implement and lead student social media activities, including blogging, website posts and facebook;
• Assist in writing copy for advertising and publicity pieces;

Qualifications:

• Matriculation in a graduate program with good academic standing
• The candidate should be able to demonstrate a commitment to diversity and social justice.
• Strong communication, organization and interpersonal skills with the ability to handle multiple projects in a fast-paced, diverse working environment
• A motivated self-starter dedicated to student growth and development
• Ability to analyze, organize, and communicate professionally, efficiently, and effectively
• Experience in planning events, supervising staff/volunteers and public speaking
• Working knowledge of Microsoft Office, including using Excel to maintain spreadsheets and databases, Word to compose documents and manuals, and PowerPoint to develop presentations, fliers, and other documents
• Ability to maintain strict confidentiality and professionalism in supervising undergraduate students

*This is a general description and is not to be construed as all-inclusive.

Application Instructions:

Apply here: https://orgsync.com/98154/forms/261574