FUNCTIONAL TITLE: Graduate Coordinator for the Center for Faith and Spirituality  
GENERIC TITLE: Graduate Coordinator  
DATE: July 26, 2018  
DIVISION: Student Development and Campus Life  
DEPARTMENT: Office for Social Justice and Diversity  
REPORTS TO (TITLE): Director of the Office for Social Justice and Diversity

JOB DESCRIPTION:

General Description
The Office for Social Justice and Diversity (OSJD) graduate coordinator works approximately 20 hours per week and reports to the Director of the Office for Social Justice and Diversity. This individual is responsible for several ongoing and short-term projects that advance the vision of the Office for Social Justice and Diversity as well as the Division of Student Development and Campus Life (SDCL). This individual will assist in the development and facilitation of programs in collaboration with staff members to educate campus on issues of interfaith, diversity, and social justice. This individual will also assist in building connections between faith based student groups and organizations on campus. This individual will promote interfaith education and programming for students, faculty and staff with information on and referral to campus and community resources.

MAJOR DUTIES AND RESPONSIBILITIES:

Programming Implementation
- Assist in the planning and development of programs for the office surrounding the topics of interfaith, religion, spirituality, multiculturalism, and diversity.
- Offers support services and facilitate collective efforts and co-sponsorship of programs and services within the Montclair State University community.
- Help develop, run, facilitate, and maintain the Social Justice Peer Leader Program
- Help develop, run, facilitate, and maintain the Interfaith Peer Leader Program

Outreach
- Works with other Montclair State University offices and student organizations to support their services and facilitate collaboration on education and community building efforts and programs.
- Work as a liaison for student organizations to encourage attendance at cultural activities and programs on campus while serving as a referral and resource to student organizations and campus groups regarding issues of social justice and diversity.
- Assist in the development of procedures to initiate and maintain contacts with underserved and marginalized student populations.
- Organize tabling and other outreach activities/events to reach a variety of students about interfaith, social justice, and diversity, as well as programming and services offered by OSJD.
- Present and facilitate classroom presentations, workshops, and trainings across campus on issues that disproportionately impact those who observe various faiths, religions, and spiritual practices.

Support and Advocacy
- Advise students on issues and concerns relating to personal and education needs.

Marketing

07/26/2018
● Implement and lead student social media activities, including blogging, website posts and facebook.
● Assist in writing copy for advertising and publicity pieces.

Other Duties
● Research and stay updated on current issues related to interfaith, social justice, and diversity.
● Participate in weekly staff meetings; assist in establishing and accomplishing annual goals.
● Network with university and community organizations.
● Provide support to the office procedures, operations, and other duties as assigned by the Director of the Office for Social Justice and Diversity.

This is a 20 hour a week position that may include occasional evenings, weekends and additional hours.

Qualifications:
● Willingness to support interfaith, diversity, and multicultural issues (especially those related to higher education.)
● Demonstrated ability to work effectively with a variety of constituencies
● Ability to organize and work independently on assigned tasks.
● Availability and willingness to attend student group meetings.
● Previous experience in event planning preferred.
● Willingness to take instruction/guidance from supervisor.
● The candidate should be able to demonstrate a commitment to diversity and social justice.