

DIVERSITY INITIATIVES

Position: COORDINATOR OF DIVERSITY INITIATIVES

Department: OFFICE OF MULTICULTURAL AFFAIRS

DESCRIPTION OF DUTIES: Newbie University invites nominations and applications for Coordinator of Diversity Initiatives. This individual will lead efforts to build a diverse institutional community by fostering a climate supportive of respect, social justice, and broad participation. Creating a warm and welcoming university environment will model an effective and diverse working and learning environment for our students, as well as supporting our teaching, research, and outreach. We recognize diversity in terms of ethnic, social, economic, and cultural differences. Responsibilities of this position include the following: Coordinate programs, services, and resources throughout the campus to promote the development of a culturally diverse university community. Improve existing programs and develop new initiatives in the areas of recruitment and retention of faculty, students, and staff from historically underrepresented groups. Provide strategic planning and leadership for institution-wide and departmental diversity and inclusiveness programs. Serve on various department, program, and university committees that are consistent with the responsibilities of the position.

REQUIREMENTS: Required qualifications include a bachelor's degree, a demonstrated commitment to diversity and inclusiveness, and progressively responsible career experience related to the specific functions of this position. Preferred qualifications include an advanced degree and professional experience with diversity and/or multicultural initiatives in the corporate and/or higher education setting. Other preferred characteristics include the ability to build consensus and relate effectively to a wide variety of people, the ability to work with colleagues to implement a strategic plan based on a shared vision, a collaborative leadership style, excellent organizational and managerial skills, strong written and verbal communication skills, good computer/technology skills, and a demonstrated ability to develop and deliver programs and presentations.