

**Diversity Outreach Coordinator**  
**Student Life & Leadership**



<p><b>Job Description</b></p>	<p>The Student Life and Leadership Diversity Outreach Coordinator is responsible for implementing and supporting multiple campus cultural organizations events and programs. The Diversity Coordinator will develop and establish relationships across campus to build rapport and create participation from the student population. This role reports to the Student Activities Program Coordinator.</p>
<p><b>Specific Duties &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Create unique and exciting ways to increase participation in diversity and outreach initiatives/programs</li> <li>• Support the Student Activities Program Coordinator in projects and daily tasks</li> <li>• Develop, schedule, coordinate, supervise and assist with various educational, recreational, social and cultural student engagement initiatives and programs</li> <li>• Assist in the preparation of status reports to monitor progress towards program goals and student participation including attendance tracking, survey implementation and surveys</li> <li>• Supporting in logistics planning and execution by participating on committees related to diversity and outreach initiatives/programs</li> <li>• Assist with marketing for diversity and outreach initiatives/programs</li> <li>• Manage the Grid located in the Union’s West Lounge, by designing and scheduling the monthly layout</li> </ul>
<p><b>Requirements &amp; Qualifications</b></p>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Combination of formal training and work experience required</li> <li>• Demonstrated intermediate competency in communication, critical thinking, and creativity</li> <li>• Demonstrated ability to work independently with limited supervision</li> <li>• Demonstrated ability for critical thinking and project management</li> <li>• Demonstrated ability to execute independent decision-making</li> <li>• Ability to work with little or no direct supervision</li> <li>• Demonstrated ability to successfully interact with campus partners and/or the general public</li> <li>• Ability to work with students representing a wide variety of backgrounds and interests</li> <li>• Ability to prioritize and carry out multiple projects at once</li> <li>• Management and organizational skills</li> <li>• Strong facilitation skills to help present and connect with various departments and organizations</li> <li>• Basic marketing skills including flyer creation, social media, and tabling</li> <li>• Comfortability speaking and facilitating in front of groups from 20-1,000 students</li> </ul>
<p><b>Learning Goals &amp; Competency Development</b></p>	<p><b>As a result of employment in this position, students will:</b></p> <ul style="list-style-type: none"> <li>• Effectively synthesize information</li> <li>• Explore beyond conventional ideas or approaches to tasks and projects.</li> <li>• Apply knowledge gained from prior experiences to new challenges</li> </ul>
<p><b>JobX LEARNING OUTCOMES</b></p>	<p>Communication; Collaboration &amp; Leadership; Creativity &amp; Problem Solving; Global Perspective</p>

<b>Available Openings</b>	3
<b>Hours</b>	10-12 hours per week, available between hours of 9am-6pm M-F
<b>Hourly Rate</b>	\$9.50
<b>Time Frame</b>	Academic Year 2019-2020
<b>Contact Name</b>	Sarah Levine / Lee Roberts
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