

# Job Description

Position Title: Coordinator, Diversity and Inclusion

Job Group: Academic Support

Job Level Group: Professional Entry

FLSA Status: Exempt

## Position Summary:

The Program Coordinator works closely with the Diversity, Equity, and Inclusion (DEI) Officer to advance the College's DEI Strategic Plan. Position components include coordination, delivery, and assessment of programs, training, and initiatives related to diversity, equity, and inclusion. Lead the development and implementation of the Immigrant and Refugee Student Resources Center and lead the work of the Center once established. The IRSRC Coordinator focuses on increasing educational and economic opportunities for immigrant and refugee students by strengthening and expanding internal and external partnerships with local and national immigrant and refugee services agencies and advocates; interpreting and communicating immigration policy and law affecting undocumented/DACA and refugee students; developing programs and training materials, and speaking at relevant events. The IRSRC Coordinator provides direct supervision and training for Student Ambassadors.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Research latest innovations in Diversity, Equity, and Inclusion (DEI); gather data and make recommendations to the DEI Officer regarding programs and initiatives, processes, and procedures
2. Assist with the planning and implementation of the DEI Strategic Plan and contribute to the advancement of the DEI Strategic Plan goals and objectives
3. Assist DEI Officer in creating, administering, and analyzing quantitative, qualitative and statistical data, and other assessments in order to track and evaluate the impact and effectiveness of DEI efforts, programs, training, and initiatives and Immigrant and Refugee Student Resource Center
4. Develop reports, presentations, promotional materials, newsletters, and other communications (10%) Coordinate meetings and events, including internal and external partners and vendors, and key stakeholders
5. Supervise student ambassadors and programming of all work-related activities for the Immigrant and Refugee Student Resource Center and Student Ambassador Program.
6. Assist in the development of DEI training programs; facilitate various training and dialogues that promote diversity, equity, and inclusion; provide professional development related to diversity, inclusion, and equity for student ambassadors, staff, and faculty..
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of human resources principals and practices.
3. Knowledge of principles and methods for promoting programs and services
4. Knowledge of project management principles
5. Skill in effective communication (both written and oral)
6. Skill in public speaking
7. Skill in budget/resource management
8. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
9. Ability to apply effective written and verbal communication skills

## Supervision:

- Not responsible for supervising the work of others.

## Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field required.
  - Up to One (1) years of related experience may be required.
  - One (1) to three (3) years of related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required.
- Works some evenings and weekends