



Job Title	Diversity Programs Coordinator	Job Code	SD0411
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		Subfamily	Multi-Cultural

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Multi-Cultural Professionals provide a diverse range of programs and opportunities that are committed to supporting and promoting multicultural awareness; advocating the advancement of matters of social justice, equity, and inclusion.

Job Summary

Supports the Assistant Dean of Diversity and Inclusion. Manages the Faculty Member schedule, travel, purchases office items and works with College of Diversity and Inclusion (CDI) to promote Diversity Week and coordinate activities related to diversity and inclusion such as pipeline programs, training, and summer camp.

Representative Duties

1. Administrative Support

- Prepares meeting minutes and meeting agendas
- Manages the budget for the department and various travel arrangements
- Collaborates with other members of CDI to create activities for annual Diversity Week and other events including set-up, logistics and catering needs
- Serves as the face of the Office of Diversity and Inclusion at all New Employee Orientation
- Attends monthly meetings to develop and maintain community outreach agenda
- Assists in the selection process of new team members
- Develops new and enhances existing HLSA pipeline program including curricula design, organization, implementation and evaluation
- Oversees marketing website and social media outlet for programmatic activities
- Develops and manages initiatives designed to enhance diversity at Medical Education campus, recruitment events other events requested by the Assistant Director Community Based Participatory Research
- Identifies, develops and manages outreach opportunities in diverse communities, organizations and programs to support the College diversity efforts and mission
- Cultivates relationships with key internal and external constituents within the community
- Collaborates with and advises student groups

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.