



POSITION DESCRIPTION

TITLE: Diversity Coordinator

FLSA STATUS: Exempt, 1.0FTE	GRADE LEVEL: E
LOCATION: Library Resource Center	UNIT: Marketing, Diversity, and Community Impact
SHIFT: Mon-Fri 8:00 am – 5:00 pm Some Evening and weekend work as needed	DEPT:
INCUMBENT: Vacant	EMPLOYEE SIGNATURE: Date:
REPORTS TO: Vice President, Marketing, Diversity, and Community Impact	PREPARED BY & DATE: February 2021
Reviewed/Revised By:	EE Name : Date:
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I. POSITION PURPOSE – *List brief summary of position*

The Diversity Coordinator reports to the Vice President for Marketing, Diversity, and Community Impact (VPMDCI). The person will coordinate and monitor progress of diversity, equity, and inclusion initiatives across campus. Working closely with the center of teaching and learning, human resources, the diversity committee, and other departments to offer related professional development. This position will engage with faculty, staff, students, other institutions, and the community. The coordinator will assist in reporting diversity, equity and inclusion metrics; builds relationships with all constituent groups to ensure openness between the VPMDCI office and the campus; and relies on experience and judgment to plan and accomplish goals set and to ensure that timelines are met.

II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

College committees	Outside agencies	Other institutions	Community partners, organizations, and businesses
Southwestern Ohio Council for Higher Education (SOCHE)	Prospective students	Center of Teaching and Learning	

III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Under broad supervision, this position performs the following duties:

1.	Implement, monitor progress, and recommend initiatives in connection with the Strategic Plan and the Diversity, Equity, and Inclusion Plan.
2.	Collect data, conduct assessment, and prepare reports for diversity and inclusion initiatives.
3.	Collaborate with the Human Resource department to recommend professional development, recruitment strategies, etc.

POSITION DESCRIPTION

4.	Collaborate with the Center of Teaching and Learning to develop and promote professional development opportunities (programs, trainings, and workshops) for Staff, Faculty, and Students.
5.	Acts as liaison to and develop strong relationships with other institutions, community organizations, etc.
6.	Work with marketing staff to publicize diversity-related events, educational opportunities, workshops, etc. for students, faculty, families, and the local community.
7.	Assist in creating connections between the college and our diverse communities to serve these communities better and to support the college's outreach and admissions marketing and recruitment programs, as it relates to diversity, equity, and inclusion.
8.	Develop and analyze metrics and benchmarking to identify diversity, equity, and inclusion needs and gaps in the classroom and campus.
9.	Assist marketing with content for website, social media and intranet.
10.	Facilitate Diversity, Equity, and Inclusion programming
11.	Align Diversity efforts with Achieving the Dream (ATD)
12.	All other duties as assigned by supervisor.

V. SUPERVISORY RESPONSIBILITIES – *The following position title(s) report to this position. If there are no reporting positions, type "None."*

- None

Qualifications – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

VI. EDUCATION and/or EXPERIENCE – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Bachelor's degree required. Master's degree in higher education, health administration, psychology, education, social work, human resources or other relevant field and/or non-profit experience is preferred.
- 1-3 years of experience with professional development, diversity, and/or equity in higher education preferred.
- Knowledge of diversity in higher education, program development and implementation, training, ability to assess the educational impact of diversity programs.



POSITION DESCRIPTION

VII. SKILLS AND ABILITIES – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Keyboarding skills at a minimum of 70 net words per minute; ability to use transcription equipment; ability to record meeting minutes accurately
- Proficient in the use of software including Microsoft Word, Excel, Access, and PowerPoint; Adobe Professional; Colleague; other software packages used by the College and State Agencies (OAKS system); Internet and email skills; ability to use office machines such as fax machines, copiers, scanners, printers, computer, etc.
- Proven human relations skills and ability to positively interact with officials within the Ohio higher education system, the local community, elected officials, and College Trustees as well as faculty, staff and students.
- High degree of personal integrity and discretion required for work involving necessary access to personal and confidential information
- Effective verbal and written communication skills
- Ability to perform multiple tasks in an orderly, efficient and professional manner
- Continuing education in order to keep abreast with technological advances in the office administration field

VIII. CERTIFICATES, LICENSES, REGISTRATIONS – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

X. MATHEMATICAL SKILLS – *(To be completed by HR)*

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

XI. REASONING ABILITY – *(To be completed by HR)*

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

XII. PHYSICAL DEMANDS – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.



POSITION DESCRIPTION

XIII. WORK ENVIRONMENT – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise.