

## POSITION DESCRIPTION

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**TITLE:** Coordinator of Equity Programming - (Exempt)

**Collective Bargaining - Eligible**

**Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.**

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**JOB SUMMARY:**

The Coordinator of Equity Programming is a 12-month, full-time staff member within the Office of Equity Programming. This position reports directly to the Interim Associate Vice President of Inclusion and Belonging and is primarily responsible for the design and delivery of curricular and co-curricular programming for the Landers Scholars Program, Sum Primus, and other equity-focused programs within the Office of Equity Programming.

Under guidance from the Associate Vice President of Inclusion and Belonging, the Coordinator of Equity Programming will build comprehensive academic and social programming calendars. These programs aim to improve student engagement along with increasing student persistence, retention, and graduation rates for students from populations historically excluded from higher education. The Coordinator of Equity Programming will assist with Sum Primus's Summer First program in addition to college-wide programs, like SOAR, Hawktoberfest, Commencement, and serve on campus-wide committees as assigned. The incumbent will be expected to work nights and weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Creates cohort (first-year, sophomore, junior, senior) programming for the Landers Scholars.
- Plans, develops, and implements academic, social, and campus-wide programs for Landers Scholars, Sum Primus, and other equity-focused programs.
- Partners with IDEAA and Student Affairs offices on co-curricular programming, like Summer First.
- Collaborates with the Office of Student Success Services and the Office of Accessibility Services on academic programming and intervention.
- Provides mentorship and support to students through frequent one on one advising meetings.
- Utilizes Beacon as a member of students support network to share pertinent information with faculty and other campus offices.
- Recruits a pool of first-generation faculty and staff mentors to support students in Sum Primus students.

**Position Description**  
**Coordinator of Equity Programming**  
**Page 2**

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- Maintains and updates web pages for Sum Primus and the Landers Scholars Programs.
- Assists with IDEAA programming as requested.
- Serves as a Campus Security Authority in accordance with the Clery Act.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree preferred.
- Experience: At least three to five years of full-time employment in an educational field.
- Experience working with students from diverse backgrounds, more specifically, student populations that have been historically excluded from higher education, with particular focus on first-generation college students.
- Event planning and program development experience.
- Thorough working knowledge of various computer software packages, i.e., word processing, spreadsheet applications, and database management.
- A demonstrated commitment to diversity, equity, access, and inclusion.
- Ability to work some nights and weekends required.
- Excellent written, oral, and interpersonal communication skills.
- Good organizational skills.
- Ability to handle sensitive situations.
- Ability to be accessible to students, while also drawing appropriate boundaries as a mentor and professional.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.