

POSITION DESCRIPTION

TITLE: Coordinator of Multicultural IDEAA Programming – (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Coordinator of Multicultural IDEAA Programming is a 12-month, full-time staff member within the Office of Inclusive Diversity, Equity, Access, and Accountability (IDEAA). This position reports directly to the Director of Equity Programming and also works closely with the Division of Student Affairs. The coordinator is responsible for providing students, faculty, and staff with an enriched learning environment that celebrates the cultural contributions of a diverse population to foster greater cultural interaction, understanding, and education. The coordinator collaborates with the Director to promote cultural awareness and engagement through educational programming on issues of identity, culture, and diversity. The coordinator is responsible for creating programs, initiatives, services, and partnerships that support, assist, and empower all but especially historically underrepresented and/or historically marginalized students, staff, and faculty. This incumbent must be able to work independently and handle confidential and sensitive issues with diplomacy.

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 employee handbook.
- Develops, coordinates, and implements programs and activities that will increase awareness, knowledge and skills related to the needs, concerns and issues facing students and communities of color, including traditional awareness months events, affinity group celebrations, and the Martin Luther King, Jr. Commemoration.
- Implements new initiatives and supports on-going programming with various racial/ethnic, cultural, and affinity student communities, including educating the campus to increase awareness and sensitivity to the needs of marginalized student communities at SMC.
- Develops collaborative partnerships with other departments and groups to assist in offering support to students of color, first generation college students, and other historically marginalized groups.

Position Description
Coordinator of Multicultural IDEAA Programming
Page 2

- Serves as a resource for members of the college community in promoting a campus climate which is inclusive and supportive of diversity and social justice.
- Writes and edits program materials, workshop announcements, and other electronic/written materials related to programs and event marketing materials. Gathers and analyzes data to assess the effectiveness and impact of programs and activities, identifying areas for improvement and implementing process improvements.
- Consults with students, staff, faculty, departments, and other stakeholders regarding programmatic needs for groups and individuals at the college.
- Ensures website, social media platforms, and other sites contain current and relevant information.
- Supervises student interns and work-study students if assigned.
- Serves as a Campus Security Authority.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required. Master's Degree in student affairs, counseling, or similar area of study preferred.
- Experience: Minimum of two (2) years relevant experience (preferably in higher education) working effectively with diverse student populations. Two (2) years of relevant experience related to programming and developing successful cultural programs and initiatives within a multicultural environment.
- Ability to establish program priorities, monitor progress toward achieving program goals, and conduct assessments to evaluate program effectiveness.
- Demonstrated ability to work effectively within a team and with individuals and groups of various identities, cultures, and backgrounds.
- Demonstrated ability in advocating for diverse students, faculty and staff while promoting an inclusive campus culture and community.
- Excellent interpersonal, organizational, and communication skills to provide direction in promoting and maintaining collaborative relationships with campus and external constituencies.
- 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.