

University of Delaware  
Division of Student Life

**To Apply:** visit [Careers @ UD](#)

Job ID: 105910

**PAY GRADE:** 29E

**DEADLINE:** For best consideration, applications must be received by Friday, October 19, 2018

**CONTEXT OF THE JOB:**

***This advertisement is for one Program Coordinator for Student Diversity and Inclusion***

Under the general direction of the Director for Student Diversity and Inclusion, the Student Diversity and Inclusion Program Coordinator supports diversity and inclusion initiatives and priorities related to the student experience within the Division of Student Life at the University of Delaware. The primary focus of the Program Coordinator position will be providing diversity and inclusion related programming and advising for undergraduate and graduate students. The Program Coordinator will support students across all populations and encourage a space where all students feel welcome and valued.

The Program Coordinator will assist the Director on initiatives to further UD's diverse, inclusive, and welcoming campus environment for students. The Program Coordinator will also collaborate with other Student Life units, in particular other Student Life positions focused on diversity and inclusion to advance diversity and inclusion work.

The Program Coordinator is a member of the Office of the Vice President for Student Life central office team, supervises and trains undergraduate and graduate student assistants, and reports directly to the Director for Student Diversity and Inclusion.

**MAJOR RESPONSIBILITIES:**

- Partner with the Director for Student Diversity and Inclusion to implement Student Life's diversity and inclusion initiatives, under an awareness of the University's mission, *Inclusive Excellence: an Action Plan for Diversity at UD*, and Student Life's mission, vision, and values
- Advise sexual orientation and gender identity and expression based councils and registered student groups for undergraduates and graduate students (e.g. LGBTQ+ student communities)
- Provide support resources for LGBTQ+ students and their intersecting identities and backgrounds, including student-run registered student organizations (RSOs) by attending meetings and events sponsored by RSOs
- Collaborate with Student Diversity and Inclusion team to effectively develop and facilitate diversity trainings on a range of topics and to a variety of campus constituents (e.g. LGBTQ Ally Training)
- Develop opportunities to highlight diversity and inclusion through events such as welcome week events, themed-months or weeks, and marketing and communications
- Serve as a Student Diversity and Inclusion ambassador and assist in planning featured Student Life and University events such as 1743 Welcome Days, New and Transfer Student Orientation days, and other major university and student events
- Implement assessment and evaluation strategies related to programmatic advising, trainings, and other areas of student engagement
- Assist in building strategic partnerships with the Center for Counseling & Student Development, Student Wellness & Health Promotions, Residence Life & Housing, University Student Centers, and Office of International Student and Scholars on student wellness and diversity
- Serve on Student Life and University groups and committees as assigned, including participation on University policies and procedures affecting LGBTQ+ students
- Serve as an ambassador for UD through participation in select professional associations and other related professional groups, to remain current on higher education diversity and inclusion trends and best practices
- Perform other related duties as assigned

**QUALIFICATIONS:**

- Master's degree in higher education or student personnel, and three years working with college students, or equivalent combination of education and experience.
- Ability to develop, implement and assess strategic initiatives that advance an affirming and inclusive culture.

- Ability to work effectively in diverse teams and leverage strengths of diversity to engage all students around diversity and inclusion.
- Advanced diversity facilitation and advising skills with students, faculty, and staff.
- Knowledge of diversity and inclusion theories, frameworks, and concepts; in addition to understanding of complexities within diversity and inclusion content and process
- Outstanding interpersonal and community relations skills, and the ability to establish and maintain collaborative and effective working relationships with students, staff, faculty, and administration.
- Effective leadership, team building and collaboration skills.
- Excellent and effective oral and written communication skills.
- Ability to take initiative and responsibility for projects and development of services.
- Skills in independent judgment to plan, prioritize, and organize a diversified workload with attention to detail.

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### **Equal Employment Opportunity**

*The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>*