UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

Working Title: Coordinator for Equity, Diversity and Inclusion for Multicultural Programs
Hays Hill Title: Associate Student Services Coordinator
Appointment: Academic Staff, 100%
Reports to: Student Services Program Manager I—Assistant Director of Equity, Diversity, & Inclusion

Job Summary:

Responsible for the coordination and assessment of programs and support services developed for students through the Office of Multicultural Affairs and First Nations Center. This position is a full-time, 12 month position with primary responsibility for advising and programming for domestic ethnic underrepresented students. This position assists with fostering a welcoming and supportive community for students from all cultural backgrounds. Provide support and referrals for university initiatives designed to increase retention and improve degree completion for multicultural students. Also, this position assists with educating the campus community on social justice education and multicultural issues.

Principal Duties and Responsibilities:

- Plan, market, implement and evaluate programs that educate the campus about race, ethnicity and multiculturalism from an intersectional lens and promote access and equity in higher education.
- Coordinate initiatives that engage and increase access, retention and degree completion for domestic ethnic underrepresented students (e.g. pre-college programs, cohort initiatives, mentoring programs, retreats, bridge programs, early move-in programs)
- Conduct routine outreach to multicultural students encouraging their participation in programs and services within multicultural affairs.
- Assist in the planning and implementation of collaborative cross-campus initiatives relating to race, ethnicity and multiculturalism from an intersectional lens.
- Assist with development and implementation of departmental social justice education programs, conducting workshops that focus on awareness of cultural differences and commonalities, privilege, race, ethnicity and their intersections across multiple identities.
- Serve as a campus resource for multicultural education and training for faculty, administrative offices, academic support programs and student organizations.
- Serve as Liaison for recognized student organizations that serve students from diverse cultural and backgrounds.
- Assist with development of collaborative programming and advise students interested in starting new cultural organizations.
- Serve as an advisor to student organizations in the absence of an Advisor.
- Collaborate with other Student Affairs offices to provide specialized leadership development opportunities for students of color.
- Recruit, Train, and develop and serve as the primary supervisor for OMA student staff.
• Provide feedback to supervisor on operational and administrative matters including research of best practices and making recommendations for program changes and improvements.
• Coordinate evaluations/assessment for the Office of Multicultural Affairs, including program and student performance.
• Oversee the scheduling and utilization of the Multicultural Center and First Nation Center.
• Operate within and enforce relevant departmental and university policies and procedures.
• Develop tools to assess student needs; to identify negative or restrictive environmental conditions; to measure achievement of student learning outcomes and to ensure high quality programming.
• Plan, implement and manage technology and web-based programs, social media and other communication and marketing strategies.
• Support the Assistant Director with development and implementation of departmental initiatives.
• Perform other related duties as required.

Knowledge Skills and Abilities:
• Knowledge and skills in student development and diversity, equity and inclusion practices.
• Excellent interpersonal, organizational, oral and written communication skills.
• Working knowledge of research or academic work on diversity or social justice.
• Demonstrated ability to work collaboratively with students, faculty, staff, and community constituents.
• Demonstrated understanding of the developmental needs of college students.
• Experience developing new programs and services.
• Strong leadership, excellent interpersonal, and conflict resolution skills.
• Excellent oral and written communication skills.
• Excellent presentation skills.
• Proven ability to apply comprehensive, culturally inclusive knowledge of student developmental theory to educational programming and services.
• Ability to work irregular and flexible hours, including evenings, weekends and some holidays.

Required Qualifications:
• Bachelor’s degree
• At least one year of work experience planning, organizing and evaluating programs pertaining to social justice in higher education or community organization is required.

Preferred
• Master's Degree in educational administration, college student personnel, guidance and counseling, or other related field