



Graduate Coordinator for Diversity Initiatives

Office of Diversity, Equity & Inclusion - Stevens Institute of Technology

Position Overview:

The Graduate Coordinator (GC) for Diversity Initiatives supports the Director of Diversity, Equity & Inclusion in the planning, implementation and assessment of diversity and inclusion programs at Stevens Institute of Technology. The GC works with students and staff to create engaging programs and educational workshops within the office, the Intercultural Space (the hub for identity development, social justice education, community building, empowerment, and allyship) and across the overall Stevens' campus. This GC position requires an enthusiastic individual with a passion for cultural competency, identity development, and advocacy for students from all underrepresented groups, an interest in creating impactful educational and social experiences, and commitment to inclusive excellence.

Learning Outcomes:

- ❖ Strengthen supervisory and advising skills while promoting student learning
- ❖ Increase understanding of social justice theories and topics related to diversity and inclusion
- ❖ Gain experience supporting underrepresented and underserved student populations
- ❖ Learn program management, planning, and assessment skills
- ❖ Develop group facilitation and training skills

Duties and Responsibilities:

- ❖ Supervise 2-3 student leaders responsible for assisting the GC with programming - assist with hiring, developmental meetings, and professional performance assessments
- ❖ Develop and implement a calendar of events for Stevens undergraduate students, including leadership programs, community service, networking opportunities, and social events
- ❖ Aid in the preparations of large and small-scale events for annual History & Heritage Months, Pride Week, and other identity-based celebrations
- ❖ Support cultural, LGBTQ+ and faith-based student organizations and other programs
- ❖ Facilitate workshops and trainings for campus leaders (topics include: Safe Zone LGBTQ+ Allyship, Anti-Racist Leadership, Cross-Cultural Communication, and more)
- ❖ Establish cooperative relationships with staff, academic support programs, and student organizations across campus that provide direct support to students of all social identities

- ❖ Develop and implement special projects which includes, but is not limited to, initiatives to address current trends and issues, benchmarking, program development, and items of interest to the Graduate Coordinator
- ❖ Manage social media and other marketing tools
- ❖ Participate in departmental and divisional committees, trainings, and retreats
- ❖ Must be available for evening and weekend programs and meetings as needed
- ❖ Other duties as assigned

Minimum Qualifications:

- ❖ A Bachelor's Degree from an accredited institution
- ❖ Enrolled as a Graduate Student in an accredited institution, preferably concentrating on higher education or student personnel administration
- ❖ Some experience with diversity programming and/or knowledge of social justice theories
- ❖ Willingness to learn new skills and an interest in the field of Student Affairs
- ❖ Excellent organizational skills and attention to detail
- ❖ Good written and verbal communication skills
- ❖ Preference given to candidates with public speaking and facilitation skills

Meetings & Work Schedule:

The GC is supervised by and expected to meet regularly with the Director of Diversity, Equity & Inclusion to discuss assigned projects and address individual and departmental needs. The GC is expected to attend weekly staff meetings and any other meetings as assigned. The GC will work closely with other professional staff members in Student Affairs to execute ongoing events and projects.

The GC averages 20 office hours a week, plus additional evening and weekend hours. This is a 10-month position, with a start date of August 1, 2022 and end date of May 19, 2023. Pending good performance in the first year, the GC can be invited to continue for an additional academic year.

Compensation and Benefits

This position offers \$20/hour, optional housing (pending availability and agreement to on-call responsibilities) and funding for ongoing professional development opportunities.

Stevens values diversity and seeks candidates who can contribute to a welcoming climate for students, faculty and staff of all races and genders. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from qualified women and minority candidates as well as veterans and individuals with disabilities.