



Graduate Coordinator for Diversity Initiatives (Lore-El Center)

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

Position Overview:

The Graduate Coordinator (GC) for Diversity Initiatives (Lore-El Center) supports the Director of Diversity, Equity & Inclusion in the planning, implementation and assessment of new and existing programs within The Lore-El Center for Women's Leadership, as well as the overall Stevens' campus. The Lore-El Center is located in a beautiful, Victorian-style home and is both a residential living learning community as well as a programmatic center open to all students. The mission of Lore-El at Stevens is to increase awareness to issues facing not only women but all genders, empower Stevens women to further their co-curricular development, and create a supportive and inclusive campus environment. This GC position requires an enthusiastic individual with an interest in students' professional development, intersectional identity topics, and commitment to inclusive excellence.

Learning Outcomes:

- ❖ Strengthen supervisory and advising skills while promoting student learning
- ❖ Gain experience in advising students regarding their student organization and activities while promoting student learning
- ❖ Develop facilitation and workshop training skills
- ❖ Increase understanding of social justice theories, identity development and topics related to diversity and inclusion
- ❖ Learn program management, planning, marketing and assessment skills

Duties and Responsibilities:

- ❖ Develop and implement a Lore-El Center calendar of events for Stevens undergraduate students, including leadership and professional development programs, service partnerships, networking opportunities, social events and the bi-annual LeadHERship Conference and Trailblazer Speaker
- ❖ Supervise 2-4 Lore-El Program Coordinators - assist with hiring, developmental meetings, and professional performance assessments
- ❖ Work with Graduate Coordinators and student organizations in the preparation of large and small-scale events for annual History & Heritage Month celebrations, including but not limited to Women's Herstory Month, Pride Week, and LGBTQ+ History Month
- ❖ Host and facilitate constituency-based evening discussion groups that explore various political and social themes

- ❖ Establish cooperative relationships with staff, academic support programs, and student organizations across campus that provide direct support to all students
- ❖ Support 4 LGBTQ+ and women's professional student organizations and their student leaders
- ❖ Co-facilitate workshops and trainings for campus leaders (topics include: Safe Zone LGBTQ+ Allyship, Anti-Racist Leadership, Cross-Cultural Communication, and more)
- ❖ 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 website, social media, and other marketing tools for the Lore-El Center
- ❖ 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 movements
- ❖ 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 event planning experience

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 the Office of Undergraduate Student Life 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.