



POSITION DESCRIPTION

COORDINATOR OF MULTICULTURAL STUDENT ENGAGEMENT

Division: Student Engagement

Reports to: Director of Student Engagement

Classification: Staff

Revised: November 12, 2020

Reporting to the Director of Student Engagement, the Coordinator of Multicultural Student Engagement is responsible for working closely with students and student organizations to develop and facilitate co-curricular and extra-curricular programs that link issues of diversity, equity and inclusion to holistic student development.

RESPONSIBILITIES:

- Ability to develop, coordinate and evaluate a portfolio of annual programs designed to encourage students' cultural and social awareness; provide socially and culturally responsive engagement; and initiate meaningful inclusivity/multicultural dialogues and foster diversity and multiculturalism on campus.
- Must possess the skills to plan and facilitate workshops for students and student groups (Resident Assistants, Peer Mentors, Orientation Leaders, Teams, etc.).
- Aptitude to create internal and external partnerships that intentionally connect the curricular and co-curricular experience, building upon students' knowledge of self, and understanding of diversity, equity, and inclusion.
- Serve as the advisor of the Multicultural Student Organization.
- Apprise the Student Affairs Division of campus climate issues/concerns, resolve problems, and provide advice and assistance as needed with campus and divisional peers.
- Provide a support network, including outreach, advocacy, and other support services for all multicultural students (undergraduate, graduate, online, athletes, etc.) attending the University.
- Assist in the administration of Orientation, Welcome Week, and summer bridge programs (with increased responsibility during the months of June-August).
- Staff Admissions events such as Open House and Accepted Student Days.
- Manage programming budget and maintain social media presence.

SUPERVISION RECEIVED:

Direction and general supervision is received from the Director of Student Engagement.

MINIMUM QUALIFICATIONS:

- An earned bachelor's degree required plus one (1) to three (3) years of relevant experience in higher education. Master's degree candidates are a plus.
- Strong interpersonal skills with ability to advocate for and support the academic, personal, and professional needs of underrepresented populations at Rivier University.
- Possess a working knowledge of key issues and best practices related to diversity, equity, and inclusion.
- Ability to work nights and weekends as needed.
- Experience with program development, implementation, and assessment.
- Excellent verbal and written communication skills.
- Flexibility and adaptability in an emerging and changing environment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Self-starter, ability to communicate effectively in written and oral form.
- Ability to collaborate with faculty and staff and maintain collegial relations.
- Flexibility and adaptability in an emerging and changing environment.
- Ability to maintain confidentiality and manage confidential information.
- Computer skills and proficiency with a variety of computer applications including word processing, and reporting platforms, as well as online calendaring and email.

This position classification has been defined as exempt and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).