

Title: Multicultural & Inclusion Coordinator

Department: Student Services/Office of Student Affairs

Reports to: Director of Student Engagement & Inclusion

Status: Part-time Non-Exempt (Hourly)

Position Function

Under the supervision of the Director of Student Engagement & Inclusion, the Multicultural & Inclusion Coordinator is responsible for planning and coordinating a broad range of activities and programs that promote social justice, inclusion, and equity. A successful candidate will have the ability to build a strong rapport with the college community and provide direct experience as a positive and effective advocate for culturally diverse students. These services and initiatives support student success, help students thrive throughout their time at CCH, and serve to realize the College's aspirations to be a community of engaged and diverse learners.

Major Responsibilities/Essential Job Functions

- Provides oversight and coordination of the day-to-day operation of the Office of Student Affairs Multicultural & Inclusion Center (M.I.C.). Coordinates the delivery of information and assistance to students seeking support. Provides information and referrals to all students, focusing on the needs of marginalized student groups.
- Implements and oversees development workshops and community groups for BIPOC and LGBTQIA+.
- Serve as a member of CCH's Diversity, Equity & Inclusion (DEI) Committee and Chair for Student Campus Climate subcommittee.
- Oversee heritage and cultural month initiatives.
- Actively updates CCH's Digital Resource & Solidarity Library & makes recommendations for the CCH official website and CCH Experience Site (CCH's internal student website).
- May facilitate multicultural education training and presentations to explore and provide critical reflection of issues of diversity, inclusion, culture, gender, race, LGBTQIA+, ability ethnicity, social class and other significant aspects of individual and cultural diversity.
- Make recommendations on student policies and procedures to increase diversity and inclusion.
- Participate in a variety of meetings, committees, or other related groups to communicate information regarding services, programs, areas of opportunity and other pertinent information related to diversity, inclusion and equity.
- Assist with New Student Orientation and Welcome Week initiatives

- Perform other duties as assigned or requested. The College reserves the right to add or change duties at any time.

Qualifications

- Bachelor's degree in education, multicultural studies, queer theory, social justice, sociology or related field. (Relevant experience may substitute for the degree requirement on a year-for-year basis),
- Demonstrated experience working with multicultural/diversity and/or LGBTQIA+ programs.
- Experience designing and implementing successful strategies and programs involving faculty and staff.
- Experience with diverse student activities programming, and marketing of events to students.
- Experience working with diverse student populations.
- Proficient in Microsoft Office & Google Suite.
- Knowledge of CampusVue/Campus Nexus database management preferred.
- Excellent communication skills and strong success rate for building relationships with students, faculty and staff.

Application Requirement

Email the following to: hr@columbiacollege.edu

- Cover Letter
- Resume
- Salary Requirements