

JOB INFORMATION

Job Code	EB53
Job Description Title	Coord, Eqty &Inclsv Excellence
Pay Grade	AA07
Range Minimum	\$39,420
33rd %	\$45,990
Range Midpoint	\$49,270
67th %	\$52,560
Range Maximum	\$59,120
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/13/2019

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Inclusion & Diversity

JOB SUMMARY

Reporting to the Assistant Vice President for Access & Inclusive Excellence, the Coordinator for Equity and Inclusive Excellence oversees, plans, and administers the daily administrative and operational activities of the Cross-Cultural Center for Excellence (CCCE) while aiding with various efforts within Office of Inclusion and Diversity (OID), including the work of Women's Initiatives and efforts within the Education, Research, and Strategy sub-units.

RESPONSIBILITIES

- Designs and implements educational outreach and programming efforts within the Cross-Cultural Center for Excellence designed to create an inclusive and welcoming campus environment among Auburn students.
- Fosters and maintains positive working relationships with student organizations reporting to the Cross-Cultural Center for Excellence to assess needs and to incorporate educational outreach programs.
- Actively advises and supports OID's student organizations and officers to increase learning around matters of inclusion, diversity, and equity.
- Establishes and evaluates data-driven goals and benchmarks that focus on student learning as it relates to building community and building capacity for diversity, equity, and inclusion. Creates reports to assist OID senior leadership to ensure continuous growth and success of programs.
- Collaborates with campus partners in an effort to facilitate collaborative programming including the creation of a heritage month celebration catalog and strategy.
- Serves as a liaison to Office of Inclusion and Diversity sub-units.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	In Education, cultural studies, higher education, social work, and/or related field.	And	3 years of	Experience in project or program administration preferably in a higher education environment.	

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of best practices in campus-wide programming, supporting and advising student organizations, training and facilitating, principles of inclusion, diversity, and equity.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.