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## Auburn University Job Description

Job Title:	<b>Coord, Diversity Initiatives</b>	Level I	Grade 31 \$30,700 - \$51,100
Job Code:	<b>AE18</b>	Level II	Grade 32 \$34,300 - \$57,300
FLSA status:	Exempt	Level III	Grade 33 \$38,500 - \$64,200

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### Job Summary

Coordinates, plans, and implements diversity initiatives for the students and/or staff members at the University level.

### Essential Functions

1. Coordinates, plans, and implements diversity initiatives and programs for orientation sessions, student and/or staff diversity training, and various programming for the University.
2. Compiles data and prepares reports benchmarking other doctoral level institutions in relation to diversity initiatives, programs, and activities.
3. Acts as liaison to other department, offices, schools, colleges, professional organizations, and private industries.
4. Develops and implements programs that focus on recruiting minority and women candidates for admission into Auburn and/or for student and faculty employment opportunities.
5. May serve as advisor for minority programs and/or initiatives.
6. May assist with the administration and/or coordination of activities of minority and/or diversity committees.
7. May solicit, generate, and coordinate funding by writing grant proposals and reports, tracking contributors, pursuing alternative funding sources for programs, scholarships, and fellowships.
8. May coordinate student services to include academic and career services.

### Supervisory Responsibility

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position plus 2 years experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelors degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelors degree in discipline appropriate to position plus 2 years experience.
- Level II** Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelors degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

Degree in Education, Education Administration, Counseling or related field, or in a discipline appropriate to school/college where position exists

#### Focus of Experience

Experience in the design, coordination, and/or implementation of diversity initiatives

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions 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 Required Knowledge**

Knowledge of student development theory, diverse populations, and funding sources.

#### **Certification or Licensure Requirements:**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, reaching, talking, hearing.

Job occasionally requires standing, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/15/2011

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