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## Auburn University Job Description

Job Title: **Coord, Eqty &Inclsv Excellence**

Job Family: No Family

Job Code: **EB53**

Grade AA07 \$37,900 - \$56,900

FLSA status: Exempt

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### 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.

### Essential Functions

1. 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.
2. 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.
3. Actively advises and supports OID's student organizations and officers to increase learning around matters of inclusion, diversity, and equity.
4. 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.
5. Collaborates with campus partners in an effort to facilitate collaborative programming including the creation of a heritage month celebration catalog and strategy.
6. Serves as a liaison to Office of Inclusion and Diversity sub-units.
7. Performs other duties as assigned.

### 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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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Education, cultural studies, higher education, social work, and/or related field.
<b>Experience (yrs.)</b>	3	Experience in project or program administration preferably in a higher education environment.

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

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 50 pounds.

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

Date: 8/13/2019

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