

Draft Classification Standards – Rev. 3/29/2024

Diversity Coordinator

Class Code: XXXX

OVERVIEW:

The Diversity Coordinator classification is responsible for promoting and supporting diversity, equity, and inclusion initiatives. Positions assist in various diversity, equity, and inclusion programs from internal/external collaborations and communications to data collection, analysis, and reporting. Diversity Coordinators are responsible for maintaining confidentiality, applying cultural competence, and accurate and thorough documentation.

TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (*May include but are not limited to*):

Typical work activities below illustrate the general range of work functions performed by Diversity Coordinators; they are not meant to be all-inclusive or restrictive. Work assignments may involve other related activities within the scope of this classification.

- *Diversity and Inclusivity Program Support and Coordination* – Provides support to programs and initiatives related to diversity, equity, and inclusion. Collects data and maintains accurate files and records, including meeting minutes, reports, and other relevant documents. Responds to highly sensitive and confidential questions. Resolves basic problems regarding information gathering and support.
- *Research, Analysis, and Report Preparation* – Gathers and analyzes diversity, Equal Employment Opportunity (EEO), Affirmative Action Plan (AAP), and inclusivity related data to support decision-making, program development, and reporting. Creates, composes, and edits reports, correspondence, and presentations.
- *Communications and Relationship Building* – Establishes and maintains effective working relationships with the campus community, including students, faculty, staff, and administrators. Coordinates communication and record-keeping related to interactions with members of the campus community related to diversity, equity, and inclusion initiatives.
- *General Administrative Support* – Provides general administrative support to the diversity, equity, and inclusivity teams. Maintains event calendars, schedules, timelines, and budgets. Assists in the creation and maintenance of databases, reports and lists.

DISTINGUISHING CHARACTERISTICS

While positions within this classification can provide general administrative support, it is not the primary responsibility of the Diversity Coordinator.

** This classification as outlined in this document meets the duties test of the Administrative Exemption. An employee's actual exemption status may differ based on salary rate and actual duties performed.*

DIVERSITY COORDINATOR

Under general supervision, uses knowledge of diversity, equity, and inclusivity principles and practices to provide administrative planning and coordination for diversity, equity, and inclusivity programs. Interpersonal contacts are varied and involve a broad range of problem solving and advanced communication and interpersonal skills. Decision-making involves interpretation and integration of established procedures and protocols. Work is often process or project-oriented involving accountability for planning, initiating, communicating, and evaluating program or project components.

Work assignments typically include some or all of the following:

- ◆ Collects data related to diversity and inclusion efforts in support of the development of the university's Affirmative Action Plan (AAP) and related reports, working with information technology experts to update AAP data query parameters, and reviewing data for inconsistencies.
- ◆ Maintains filing system and spreadsheet tracking of EEO complaints, ADA accommodations, and applicant flow information. Conducts file and document searches to respond to subpoenas and other document requests.
- ◆ Plans, coordinates, and promotes diversity and inclusion initiatives and programs to include preparing handouts and presentation materials, securing meeting and event space, tracking participant attendance and feedback, and identifying trainers/presenters.
- ◆ Prepares and delivers reports, internal and external communications, guidelines, manuals, bulletins, and associated documentation.
- ◆ Regularly interacts with faculty, staff, students, alumni and external community members on behalf of diversity and inclusion efforts including communications to committees and affinity groups.

MINIMUM QUALIFICATIONS:

Knowledge and Skill:

- ◆ Demonstrated commitment to serving a diverse population with cultural competence and sensitivity.
- ◆ Knowledge of federal and state laws regarding discrimination, harassment, and retaliation.
- ◆ General knowledge of human resources and employee relations issues.
- ◆ Demonstrated communication, interpersonal, and emotional intelligence skills.
- ◆ Ability to work independently and as part of a team, with a customer and stakeholder service-oriented approach.
- ◆ Flexibility to adapt to changing priorities and deadlines.
- ◆ Organizational skills to plan and prioritize work, projects, and programs.
- ◆ Ability to troubleshoot problems and respond to inquiries and requests with confidentiality.
- ◆ Ability to identify operational and procedural problems and systems; and make recommendations and evaluate proposed solutions.
- ◆ Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages.
- ◆ Ability to independently apply a wide variety of policies and procedures.
- ◆ Ability to perform standard business math, such as calculate ratios and percentages, track data, and make simple projections.
- ◆ Ability to draft and compose correspondence and standard reports.

- ♦ Ability to handle a broader range of interpersonal contacts, including those at a more advanced level and those sensitive in nature.

Experience and Education:

High School Diploma or equivalent with four years of experience.

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