

Diversity and Community Engagement Coordinator

Position Details

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Advertising/Posting Title	Diversity and Community Engagement Coordinator
Diversity Statement	The University is especially interested in candidates who can contribute to the diversity and excellence of the institution. Applicants are required to include in their cover letter information about how they will further this goal.
Posting Summary	Coordinate and implement the facilitation of a community partnership network to expand diversity initiatives for the College of Education and Social Services (CESS). Collaborate and build relationships with local and national organizations, and on-campus colleagues to develop, implement, and assess inclusive excellence activities to influence and enable viable pathways to UVM for faculty, staff and students from historically underrepresented backgrounds. Provide support to faculty on diversity related curriculum and program development. This position reports directly to the Assistant Dean for Strategic Initiatives, Diversity, and Engagement.
Minimum Qualifications (or equivalent combination of education and experience)	Bachelor's degree with a specialization in diversity programs or related education field, and four or more years' experience required. Experience working with diverse populations or communities, and planning, developing, and implementing programs, services, high impact educational practices, and strategies that promote critical dialogue and social change around multiculturalism, campus climate, and issues of equity and inclusion required. Working knowledge of MS Word, Excel, Adobe Creative Suite. Must possess excellent communication and collaboration skills, effective interpersonal and organizational skills.
Desirable Qualifications	Experience in curriculum development and liaising with faculty and external university partners. Familiarity with Education and Social Services fields or related fields preferred.
Other Information	<p>The College of Education and Social Services (CESS) strives to promote a more humane and just society, maximizing human potential and the quality of life for all individuals, families and communities.</p> <p>For more detailed information about us, visit the College of Education and Social Services' website, www.uvm.edu/cess</p> <p>To apply submit resume and cover letter through the UVMJobs site. Include 3 references with name and contact information.</p>
Special Conditions	Bargaining unit position, External candidates must complete a 4-month probationary period, Occasional evening and/or weekends required (if non-exempt position, may result in overtime), A probationary period may be required for current UVM employees, Background Check required for this position
FLSA	Exempt
Payband Max (Represents full-time (12 months, 1.0 FTE) equivalent salary. Must be prorated for jobs less than 12 months or 1.0FTE (Salary/12 x # of months x FTE))	80000.00
Payband Min (Represents full-time (12 months, 1.0 FTE) equivalent salary. Must be prorated for jobs less than 12 months or 1.0FTE (Salary/12 x # of months x FTE))	42100.00

Staff Hiring Band Hiring salary budgeted at low end to mid pay band

Union Position Yes, UVMSU (\$20 minimum hourly rate)

Posting Details

Position will be posted for a minimum of one week, after which it is subject to removal without notice.

Job Open Date 09/18/2023

Job Close Date (Jobs close at 11:59 PM EST.)

Open Until Filled No

Position Information

Position Title Outreach Professional

Posting Number S4642PO

Department CESS Dean's Office/53000

Position Number 00026768

Employee FTE 1.00

Employee Term 12

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?

- American Alliance of Museums
- American Association for Affirmative Action
- BostonWorks
- Burlington Free Press
- CareerBuilder
- Chronicle of Higher Education
- Community Organization (Please specify below)
- Consortium of Higher Ed LGBT Resource Professionals
- Craig's List
- CUPA
- Department of Labor
- Diverse Issues in Higher Education
- DiversityDB
- Diversity, Inc.
- Facebook
- Glassdoor
- HBCU
- HERC
- HigherEdJobs
- Hispanic Outlook
- Indeed
- Inside Higher Ed
- Job Central
- Job Fair
- JobsinVT
- LatPro
- LinkedIn
- Listserv (Please specify below)
- Monster
- NAFA: Association of International Educators

- NACUBO
- NCAA Job Market
- NEACAC
- PoliceOne
- Rutland Herald
- Seven Days
- SHRM
- St. Albans Messenger
- Trade Show/Conference (Please specify below)
- Twitter
- UVM Catamount Job Link
- UVM Employee (Please specify below)
- UVM Employment Web Site
- Vermont JobLink
- VermontJobs.com
- Vermont Library Association
- Women in Higher Education
- Workplace Diversity
- Zip Recruiter
- Other (Please specify below)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. Other Document (1)