



# NORTHERN MICHIGAN UNIVERSITY

MARQUETTE, MICHIGAN

Northern Michigan University is seeking applications for a Coordinator of Diversity and Inclusion. The position facilitates coordination of initiatives to help foster the success of students participating in the programs offered by the Office of Diversity & Inclusion, such as satisfying the objectives of two King-Chavez-Parks (KCP) grants. Helps ensure grant objectives are met with quantifiable and measurable outcomes and documented according to grant requirements. Helps to create programming to satisfy the objectives of the grants' goals. In addition, facilitates coordination of programming and other services to support the socio-cultural and academic development of programming for historically underserved and/or economically disadvantaged students in higher education, including but not limited to LGBTQ+ students as well as Black, Indigenous, and other People of Color (BIPOC) and First-Generation Students. Works with student organization leadership to promote student success around diversity, equity, inclusion and to foster an equitable and inclusive climate for all at NMU. Manages the Diversity and Inclusion Office reception area, printing program, diversity email account, subscription accounts, and social media accounts, including the heritage calendar and upcoming events page.

Minimum qualifications: Bachelor's Degree. One year or equivalent work experience implementing diversity, equity, and inclusion initiatives. One year or equivalent experience fostering success for students, particularly for Black, Indigenous, and other people of color (BIPOC), LGBTQ+, and/or other historically underserved students. Ability and willingness to write and administratively manage grants.

Required knowledge/skills/abilities: Familiarity with concepts and trends related to diversity, equity, and inclusion in the field of education. Proven ability to establish and maintain effective working relationships with communities of color. Proven ability to establish and maintain effective working relationships with the LGBTQ+ community. Demonstrated ability to coordinate initiatives designed to recruit, enroll, and foster college student success, particularly for historically underrepresented students, such as BIPOC, LGBTQ+, etc. through in-person and virtual programs. Excellent oral and written communication skills as well as active listening skills. Demonstrated ability to work as an effective team member. Excellent critical thinking skills, good judgment - able to effectively analyze situations, documents, and communications in order to make decisions. Ability to handle sensitive information and student records in a confidential manner. Excellent organizational skills, time management skills, and attention to detail. Computer applications proficiency (database, spreadsheets, word processing, web technologies, social media, online educational platforms, and audio-video conferencing systems).

The schedule is traditionally Monday-Friday, 8:00 am-5:00 pm with occasional evening and weekend work required. The targeted salary range is \$41,360-\$44,460.

Northern Michigan University, with 7,197 students and 194 degree programs, is located along the shore of Lake Superior in the vibrant, historic city of Marquette, consistently named a top spot in the nation to raise a family, vacation, and enjoy an excellent quality of life. See more at [www.nmu.edu/marquette](http://www.nmu.edu/marquette). For a summary of the benefits offered by Northern Michigan University, visit <https://nmu.edu/hr/benefits> and under summary of benefits, select administrative professional.

Submit NMU staff application, cover letter, resume and references utilizing our on-line application

process by accessing <https://workatnmu.nmu.edu>. All required application materials must be submitted electronically by July 5, 2024.

NMU is an equal opportunity, affirmative action employer of protected veterans and individuals with disabilities, and is strongly committed to increasing the diversity of its faculty and staff.