**Title:** Program Coordinator, Identity & Inclusion

**Location:** New York City, NY

**Full/Part Time:** Full time

**Req ID:** JR3867

**Description:**

**If you are a current Barnard College employee, please use the internal career site to apply for this position.**

**Job:**

Program Coordinator, Identity & Inclusion

**Job Summary:**

Function:
The Program Coordinator for Identity & Inclusion supports the overarching mission of the Department by fulfilling the following responsibilities.

**Job Description:**

**Duties & Responsibilities: General**

* Plan, implement, and assess large-scale identity-based, community-wide programs, events, workshops, retreats that currently exist at Barnard or develop new initiatives to address emerging issues, needs, or student concerns
	+ This includes and is not limited to programming for BIPOC, Native, and LGBTQ+ students
* Advise all clubs, organizations, and student groups recognized by the Department labeled or classified as cultural, identity, or groups with a mission that aligns with the scope and purpose of the role
* Chair campus-wide committees focusing on the development, implementation, and evaluation of heritage, pride, awareness month programming in collaboration with student groups, leaders and campus partners
* Utilizing the Department’s approach to leadership development, serve as a Strengths Coach, and assist the Department and Barnard College with facilitating coaching sessions for student leaders, students, and other members of the Barnard community
* Maintain and oversee budgeting and financial responsibilities for Identity & Inclusion Education initiatives
* Contribute to the Department’s marketing and communication efforts via content management platforms and other means to ensure the campus community is informed and aware of Identity & Inclusion Education initiatives
* Contribute to other Department committees in the context of identity and inclusion education as needed including but not limited to NSOP, Leadership initiatives, Student Recognition, Commencement, etc.
* Assist in staffing campus-wide programs and initiatives both via the Department and the College; may include some evening and weekend responsibilities
* Serve on campus-wide committees representing the Department, specifically if there is a need or request for representation of Identity & Inclusion Education initiatives
* Other duties as assigned

**Skills, Qualifications & Requirements:**

**Qualifications:**

* Masters Degree in Higher Education Administration, Student Development or a related field
* 1-3 years of experience working in an higher education setting, ideally in the context of DEI work or working with diverse student populations
* Experience both advising and supervising undergraduate & graduate students
* Strong communication, time management, and organizational skills.
* Familiarity with Clifton Strengths Finder and Strengths coaching
* Experience working with the following software programs; Engage or other Anthology programs for organization management, Google Suite, Microsoft Office Suite, Adobe platforms,
* Positive approach to professionalism
* Ability to work in a high volume, high traffic, and high energy environment
* Comfortability working as a member of a team and willingness to be a member of the Barnard Community.

**Work Hours & Other Details:**

* 12 month position, full-time 35 hours per week
* Anticipated hours of work; 9am - 5pm (can be flexible)
* This job is currently a hybrid position and may require a presence in the office up to five times a week, including for team and full staff meetings and other times as directed by the supervisor.
* Occasional weekend and evening work depending on the needs of the Department/College
* This position is housed in the Department of Student Experience and Engagement and works in a shared open-plan office with other SEE professional and paraprofessional staff.

**Salary Range**: $63,000-$68,000 annually

*The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, and training. The above hiring range represents the College's good faith and reasonable estimate of the range of possible compensation at the time of posting.*

**Company:**

Barnard College

**Time Type:**

Full time

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*Whether you are a current or potential Barnard employee, the Office of Human Resources is here to provide you with clear and accurate information and the best possible service. We hope that you find the site useful and will feel free to email any of the HR staff directly with questions or suggestions. We look forward to working with you.*

Apply Here: <https://www.click2apply.net/MLWxdOuJ4YpXkHlEVFeyN8>

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