OFFICE OF THE DEAN

Position Vacancy Announcement

COORDINATOR OF STUDENT ENGAGEMENT, DIVERSITY, AND INCLUSION
BGSU Firelands
Bowling Green State University

Position Summary
This position is responsible for the administration of a portion of the student General Fee in the planning, developing, implementing, and evaluating of co-curricular and extracurricular programs and events, including overseeing campus clubs and organizations. Working with campus and community partners and with a dedicated budget, The Coordinator of Student Engagement, Diversity and Inclusion is responsible for the development and assessment of diversity and inclusion programming, and will support campus-wide efforts to meet strategic goals as formulated in the Firelands College Diversity Plan. Deadline to apply: October 12, 2018.

Essential Duties, Tasks and Responsibilities

• Develops, plans, and coordinates activities and events, both co-curricular and extracurricular, that promote student engagement with the college and university. Solicits and responds to sponsor/co-sponsor initiatives and requests from faculty, administrators, and student clubs/club advisors.
• Develops, plans, and coordinates programming to meet the goals of the campus Diversity Plan.
• Interviews, hires, trains, and supervises a student assistant for 20 hours per week during the academic year.
• Provides consultation and support for programs and activities sponsored by faculty and the Office of the Dean.
• Serves on committees and completes special projects relative to Diversity and Inclusion for the Dean of the college, including annual assessment of the campus Diversity Plan. Additionally, the Coordinator serves as a resource for diversity and inclusion programming for departments and faculty.
• Maintains and monitors budgets associated with campus activities and diversity/inclusion initiatives.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Minimum Qualifications
Bachelor’s degree required. Also required one to two years of experience in event planning, student engagement, campus activities, or multicultural affairs. This could include 2 years as a Graduate Assistant. Experience on a commuter campus is preferable.

Salary
Full-time, Administrative staff position available. Administrative Grade Level 354. Salary is commensurate with education and experience. Full benefit package available.

To Apply
For a complete job description & to apply for this position visit https://bgsu.hiretouch.com/ or contact the Office of the Dean at (419) 372-0623 or firelandsdean@bgsu.edu. BGSU. AA/EEO/Disabilities/Veterans. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Bowling Green State University, please call 419-372-8421.