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.

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 a college environment focused on event planning, student engagement, campus activities or multicultural affairs. This could include two years cumulative work performed while college student. Experience on a commuter campus is preferable. Must have and maintain a valid driver’s license and comply with the university's vehicle use policy.

Salary
Full-time, Administrative staff position available. Administrative Grade Level 354. Salary is commensurate with education and experience. Full benefit package available.
Deadline to apply: June 8, 2018

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.