

Coordinator of Diversity Education

Overview & General Purpose:

Located in Salt Lake City, the **University of Utah** is a public, 4-year institution committed to providing an exceptional academic and co-curricular experience for students and the University community. The “U” is the academic home to more than 28,000 students. Heritage Commons is home to 2,300 students who live in the 2002 Winter Olympic athlete village within 19 co-ed residence halls and 9 apartment buildings.

Housing & Residential Education and the University of Utah value interactions among individuals with varying traditions, cultures, orientation, religious beliefs, economic backgrounds, and racial/ethnic origins. We strongly encourage applications from candidates who will share and explore this value with the Housing & Residential Education team and with the residents.

Candidates are encouraged to highlight, in their cover letter or resume, experience associated with creating inclusive communities.

Position overview: The University of Utah and Housing & Residential Education recognize that it is the responsibility of all administrative units on campus to support, encourage and facilitate an environment which values and honors the diversity of our community and furthers social justice work. This diversity enriches the educational experiences of the entire campus community and is an essential component of the education of each resident. This person is responsible for a variety of programs and tasks related to furthering the department’s mission of creating an inclusive living learning community. This position reports to the Director of Housing & Residential Education.

Peer Diversity Dialogue Facilitators (PDDF)

- Recruit, train, select, supervise, and evaluate the Peer Diversity Dialogue Facilitators in their role as student leaders
- Support the PDDF staff in presenting engaging programs in an outreach effort to all residents, attendance at evening and weekend events is expected
- Prepare the PDDF staff to serve as facilitators in floor/house community dialogues
- Work in coordination with the Coordinator of Leadership Development, Selection, and Training as well as Residential Education staff with regards to student leader training, student leader inservices, and student leader selection
- Collaborate with RHA, particularly the Diversity Education outreach chair, regarding efforts and initiatives in the residence halls

Administration

- Prepare and manage budget
- Submit a monthly and year end report

Assessment

- Work in coordination with the Coordinator of Leadership Development, Selection, and Training regarding the October Resident Feedback Survey Assessment results as well as ongoing assessment, cross-tabbing the data in comparing overall data with the data from underrepresented students
- Advance the Multicultural Organizational assessment of Housing & Residential Education with ongoing initiatives, external assessment, and internal review

Selection

- Service as a representative on HRE staff selection processes to ensure applications from candidates who will share and explore interactions among individuals with varying traditions, cultures, orientation, religious beliefs, economic backgrounds, and racial/ethnic origins

Training

- Develop, coordinate, and facilitate workshops on topics of Diversity and Social Justice for the department and the division of Student Affairs
- Serve as part of the team in the development of the student leader social justice inservices
- Coordinate annual Safe Zone training for residence hall students and HRE staff
- Develop, coordinate, and facilitate training for Residential Education Training, Student Leader training, Desk Assistant training, and RHA training.

Initiatives

- Gather information on best practices in residential diversity programming and collaborative coordination of diversity education efforts in the residence halls
- Serving as resource to individual students in the residence halls
- Serve as a resource in responding to bias related offenses in the residence halls and in the division of Student Affairs

Collaboration on Campus

Working collaboratively with other Diversity offices on campus and in the community

CESA	Ethnic Studies Program
VP for Diversity	Gender Studies Program
Disability Services	American Indian Resource Center
Women's Resource Center	LGBTRC

Qualifications

- Must have experience working in settings with students from diverse backgrounds, and possess a demonstrated commitment to historically underrepresented students/LGBT students.
- Demonstrated experience in being able to facilitate dialogues on diversity
- Basic knowledge and understanding of assessment and evaluation in student affairs
- Highly motivated with excellent written and interpersonal skills

Preferred Qualifications

- Master's degree in Higher Education Administration, Student Personnel Administration, Counseling, or a multicultural related field
- Two years of professional experience in housing and residential life

Compensation

- \$37,000 annual salary
- Full University benefits, including 14% university deposit to your 401K
 - 50% tuition after 6 months (The University of Utah does have an Educational Leadership & Policy PhD program and HRE is supportive of staff pursuing advanced degrees).
- Apartment in shoreline Ridge (optional)
- Meal plan when meals are in service

To Apply:

Please forward your letter of interest, resume, and contact information for three references to:

*Housing & Residential Education
Associate Director Search
5 Heritage Center
Salt Lake City, UT 84112*

Or Email documents to Denise Brenes: dbrenes@housing.utah.edu

Please direct questions to Denise Brenes, Administrative Assistant, 801-587-0850.