Description

The Division of Diversity, Equity and Inclusion at West Virginia University is seeking applications for the position of Diversity Outreach Coordinator.

About the Opportunity

As the Diversity Outreach Coordinator, you will be responsible for assisting the Director of Diversity Initiatives and Community Engagement (DICE) in creating a sustainable environment that will attract, and is inclusive and supportive for, underrepresented faculty, staff and students.

You will serve as a liaison between the Division of Diversity, Equity and Inclusion (DDEI) and the university, the local community, West Virginia and others regarding diversity efforts and initiatives.

You will support the DDEI and Director of Equity Assurance in providing bystander education program training.
We strongly believe in work-life balance and keeping time for things we love outside our work. WVU offers generous benefits, including:

- 13 paid holidays (staff holiday calendar)
- 24 annual leave (vacation) days per year
- 18 sick days per year (for when you’re ill, for when you need time to care for sick family, for your own, or your family’s, regularly scheduled medical appointments. Who is family for the purpose of this leave? A lot of people in your life including immediate relatives and in-laws as well as others considered to be members of your household living under the same roof)
- WVU offers a range of health insurance and other benefits (this position is a benefits-eligible non-classified staff position)
- 401(a) retirement savings with 6% employee contribution match, eligibility to continue health insurance, and other retiree perks. Looking for more retirement benefits information? Check out retirement health insurance benefits, retirement income, and FAQ’s.
- Wellness programs

What you’ll do:

Program Development and Management

- Create and develop programmatic and training content and materials for selected workshops in consultation with the Vice President (VP), the Director of DICE, the Director of Equity Assurance, and others.
- Lead, coordinate, and/or provide organizational support for diversity initiatives implemented by the DICE Team and the VP.
- Develop and implement, in conjunction with the Event Coordinator, yearly calendar of events and activities aimed at increasing recruitment and retention of underrepresented students including, but are not exclusive to celebration of special dates among Native Americans, Asian-Americans, Hispanic and Latinx-Americans, African-Americans, individuals with disabilities, veterans, women, members of the LGBTQ+ community, and international students.
- Coordinate, facilitate and provide organizational support as needed for various activities, including but not limited to: Diversity Week, the Colloquium for Aspiring Underrepresented Doctoral Candidates, Multicultural Graduation, the Chancellor’s Scholars Regalement, Diversity Ambassadors, etc.
- Serve as the project manager on assignments as assigned by the VP.
- Contribute to reports and the DDEI annual report documents.
- Coordinate, develop, and manage universal and selected primary prevention programs for campus community.
- Address disproportionately affected communities by developing, coordinating, and assessing prevention efforts that target risk factors, protective factors, and culturally competent responses to various marginalized communities.
- Develop and provide ongoing awareness activities with and for graduate students, professional students, and employees.
- Develop prevention events and trainings that effectively interact with persons of diverse socio-economic, racial/ethnic, international, and LGBTQ+ populations.
- Develop training around empowerment, de-escalation, healthy masculinity/femininity, consent, health relationships, bystander intervention, and other aspects as assigned.

Community Outreach

- Serve as a liaison between the DDEI and units which support retention and success of students from underrepresented groups.
- Serve as liaison for DDEI at New Student Orientation and other events with the aim of recruiting new students for DDEI programs.
- Serve as point person for individual students or student organizations, fostering a strong connection and partnership between these students/groups and the DDEI.
- Represent the DDEI in recruitment events both on and off campus.
- In collaboration with recruiting units, set goals and measure progress.
- Support and strengthen programs and existing efforts at improving success rates of underrepresented students.
• Propose and implement additional strategies and contacts for recruiting and retaining underrepresented students.

• Assist the Communication Coordinator in the management of the DDEI website, DDEI social media accounts, and DDEI Listservs to ensure timely and accurate information is available.

• Manage the Diversity@mail.wvu.edu email account

• Manage student requests for emergency support.

**Supervision Diversity Ambassadors**

• Assign tasks to students who may work with this unit

• Manage Diversity Ambassador Program for the DDEI. Diversity Ambassadors work with different campus programs and events.

**Grant Writing and Administration**

• Apply for all the grant opportunities provided by the Higher Education Policy Commission (HEPC), research other grant- funding opportunities, and draft grant proposals targeted at achieving the DDEI’s goals.

• Administer funded grants, ensuring that deliverables are met within the parameters and guidelines of the grant

• Support WVU units with development of DEI portions of grants.

**Chancellor’s Scholar Program and Colloquium**

• Plan and execute logistics for students, staff, and faculty involved with the Chancellor’s Scholar Program and Colloquium

• Maintain files for students within the program including applications, renewal forms, budgetary requests and other confidential information.

• Arrange individual meetings through the year to update progress to assure they are on track toward their doctorate goals and complying with award criteria.

• Monitor merit awards for those within the Chancellor Scholar program for the academic year including reaching out to Scholars prior to Financial Aid deadlines and submitting merits as needed.

• Prepare and submit annual report to the HEPC.

Some travel may be required to on-campus and off-campus events and may require working nights and weekends with short notice.

**Qualifications**

Master's degree in education, public administration, or related field, or an equivalent combination of education and/or experience that provides the applicant with the knowledge, skills, and ability to perform the duties and responsibilities at an excellent level.

A minimum of two (2) years of experience involving:

• Working with community-based organizations

• Plan, organize and implement programming

• Administrative and/or management of higher education programming.
Directly related experience with emphasis in a university setting.

Microsoft office applications

Knowledge and understanding of diversity issues in general and within higher education.

Ability to:

- Learn and interpret in the broadest sense federal and state equal opportunity and non-discrimination laws and regulations, including Title IX, as well as Title VI and Title VII of the 1964 Civil Rights Act and the ADA.
- Understand the needs of the university and to work collaboratively with students, faculty, and staff in a wide array of situations.
- Ability to build relationships and establish collaborative partnerships across the institution and peer institutions.
- Ability to handle confidential and sensitive situations with diplomacy and excellent judgment and to act calmly and objectively.
- Superior interpersonal, cross communication, diversity, organizational, and problem-solving skills.
- Knowledge of student development best practices and a strong desire to provide a supportive environment for students.
- Demonstrated ability to work effectively with a culturally diverse student population and workforce, including those with different levels of academic preparation and varying physical and learning abilities and socioeconomic levels.
- Excellent communication skills.
- Travel to regional campuses or other locations as needed.
- Manage multiple projects concurrently through effective time management.
- Research information and analyze data to arrive at valid conclusions, recommendations and plans of action.
- Communicate ideas clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships and to deal tactfully with departments, organizational units, related programs, community volunteers, external agencies, students (both prospective and current), and their parents.
- Work cooperatively, collaboratively and effectively with all types of people and diverse groups.
- Effectively lead presentations and meetings for the purposes of training or reporting both internally and externally.
- Adapt to a fluid events schedule.
- Accomplish projects, solve problems, and be proactive with minimal supervision.
- Carry out the mission, goals, policies, and procedures of the Division of Diversity, Equity and Inclusion.

Requirements

- Resume
- Letter of Interest
- Valid Driver's license

About WVU

At West Virginia University, we leverage our talents and resources to create a better future for our state and the world. As West Virginia’s land-grant university, WVU has three campuses that touch each corner of the state. The WVU System includes 518 buildings on 15,880 acres, Extension Service offices in all 55 counties, ten experimental farms and four forests.

From the groundbreaking R1 research of our flagship campus in Morgantown to the career-oriented programs of WVU Potomac State in Keyser to the technology-intensive programs at WVU Tech in Beckley — the contributions of WVU employees directly impact the 1.8 million people of West Virginia every day, no matter their role or position.
Service, curiosity, respect, accountability, and appreciation are the core values that unite Mountaineers, inspiring one another to work tirelessly and support others as they seek to reach new heights. After all, when you're a Mountaineer, impossible is just another mountain to climb.

Creating an inclusive, engaged, and dynamic learning environment is core to WVU's academic mission. We welcome candidates who can contribute a range of ideas, approaches, and experiences.

To learn more about West Virginia University, visit go.wvu.edu. View current career opportunities at careers.wvu.edu.

West Virginia University is proud to be an Equal Opportunity employer and is the recipient of an NSF ADVANCE award for gender equity. The University values diversity among its faculty, staff, and students, and invites applications from all qualified applicants regardless of race, ethnicity, color, religion, gender identity, sexual orientation, age, nationality, genetics, disability, or Veteran status.

Posting Date Nov 21, 2022  
Posting Classification: Non-Classified  
Exemption Status: Exempt  
Benefits Eligible: Yes  
Schedule Full-time  

Contact us  
:: 304-293-HIRE (4473) : Talent Strategy and Culture  
Location One Waterfront Place Floor Two  
(https://www.google.com/maps/place/1+Waterfront+Pl,+Morgantown,+WV+26501/@39.6247449,-79.9657386,17z/data=!3m1!4b1!4m5!3m4!1s0x88357c80a2f4b7b9:0x87b979.9635446)  
Phone WVUHire@mail.wvu.edu (mailto:WVUHire@mail.wvu.edu)  
Get directions to our office (https://www.google.com/maps/dir//1+Waterfront+Pl,+Morgantown,+WV+26501/@39.6247449,-79.9657386,17z/data=!4m16!1m7!3m6!1s0x88357c80a2f4b7b9:0x87b979.9635446!2m2!1d-79.9635446!1d39.6247449)  

Operating Hours  
Monday  Friday Excluding University holidays 8:15 a.m. to 5:00 p.m.