

## **Pathway and Inclusion Coordinator**

### **Washington State University Spokane, Elson S. Floyd College of Medicine, Office for Diversity, Health Justice and Belonging**

This position is responsible for working closely with the Assistant Dean for Health Equity and Inclusion (ADHEI) in creating, coordinating, implementing, and sustaining pathway programs to the Elson S. Floyd College of Medicine (ESFCOM). The ESFCOM is required by the Liaison Committee on Medical Education (LCME) to create pathway programs for the support and possible enrollment of targeted groups in our specified diversity categories. These programs will likely begin in middle or high school while others will begin in college. Additionally, this role includes assisting the ADHEI in coordinating diversity, health justice, and belonging efforts across students, staff, and faculty at the ESFCOM.

**Required Qualifications:** High school graduation or equivalent AND two years of experience in the program specialty OR equivalent education/experience.

**Additional Requirements:** Program Specialty: Two year's of experience providing support and/or coordinating activities related to student services in areas such as admissions, advising, career counseling, financial aid, outreach, recruitment and/or retention within K-12, higher education, and/or community organizations; Demonstrated strong interpersonal and communication skills necessary to represent the Elson S. Floyd College of Medicine in a professional manner; Demonstrated strong technology skills including digital storytelling and marketing; Demonstrated strong computer skills including proficiency with Microsoft Office software including, Excel, Outlook, PowerPoint, and Word; Demonstrated experience presenting to individuals, and large and small groups; Ability to travel, including overnight, on occasion; Ability to work a flexible schedule including evenings and weekends on occasion; Valid driver's license, and ability to maintain it, by date of hire.

**Preferred Qualifications:** A bachelor's degree from an accredited college or university; Experience increasing college preparedness for students in grades K- 12; Demonstrated intercultural communication and competence working with people from historically underrepresented populations; Experience coordinating student programming.

For a full position description and to apply, please visit [www.wsujobs.com](http://www.wsujobs.com). Screening of applications will begin on September 29, 2021. This position will be open until filled. Approved monthly salary for this position is \$2,999.00. WSU is an EO/AA/ADA Employer and Educator.