

**The Office of Student Diversity
Department of Student Life
Division of Student Affairs**

Position: Program Coordinator, Diversity and Justice Education

Position Summary:

This newly established Program Coordinator assists in the planning and implementation of programs, services, and initiatives that reflect the mission and goals of the Department of Student Diversity and Multicultural Affairs. The Program Coordinator will be expected to: develop and promote programs which enrich students' educational, social, and cultural experiences, foster inter-group understanding and relationships on campus; provide services and support needed by traditional underrepresented student groups for their success, retention, and matriculation at Loyola; collaborate with Loyola students, faculty and staff to create an environment that values diversity; and be an advocate for students. This position is responsible for coordinating on-going, diversity education programs, workshops, and retreats for both students and Student Affairs groups. The Program Coordinator will also assist in the coordination of office retention programs and services specific to the needs of underrepresented students. The Program Coordinator will also advise and advocate for students and student organizations. Evening and weekend hours are required in order to accommodate program schedules. The Program Coordinator reports to the Director of the Department of Student Diversity and Multicultural Affairs.

Description of Main Duties:

1. Coordinate and develop year-round diversity education opportunities for students, Student Affairs staff, and others.
2. Assist in the coordination, facilitation, and development of various office programs, including retreats, heritage months and awareness weeks in conjunction with student groups, faculty, staff, and community organizations.
2. Advise and support student organizations concerning their programming initiatives and outreach of members.
3. Assist in coalition building and facilitate inter-organizational communication and collaborative efforts among student groups, as well as academic departments and programs.
4. Provide outreach, advocacy, and/or counseling for students of underrepresented groups in order to enhance their personal and academic success.
5. Design and implement initiatives that promote the retention and enhance the success of students who may face unique challenges during their college experience.
6. Serve as a liaison of the Office of Student Diversity on various campus committees and programs, and promote and establish collaborative initiatives between OSD and other university departments, centers, and offices.
7. Assist in research and assessment efforts as needed.
9. This position may supervise a graduate assistant and/or student interns.
10. Other duties as assigned.

Qualifications: Master's degree in higher education or related field is required. Experiences in multicultural programming, diversity education, and working with diverse populations are essential. The ideal candidate will be a team player who possesses strong leadership and organizational skills and who has experience facilitating diversity education workshops. Ability to speak Spanish is highly desirable. Members of underrepresented groups are strongly encouraged to apply.

To apply visit www.luc.edu