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# Example of Diversity Program Manager Job Description

Our company is hiring for a diversity program manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for diversity program manager

* Supervises a student that assists with the planning and launch of Native American Heritage Month activities
* Advises the Native Student Association to foster University relations with current students and the regional Native community
* Frequent telephone and email contact with prospective students, families, secondary schools, community colleges, independent counselors and CBO contacts regarding program invitations, event agendas, and admissions related processes
* Continued growth and development in the admissions, transfer and diversity student affairs domain through attendance at conferences, workshops, (etc.) as a participant, panelist, presenter, or moderator as needed to remain current in the field, to incorporate this knowledge into practice and, to determine and implement best practices
* Other duties as assigned by supervisor or other senior leaders such as Deans and Directors
* Support, promote, and grow a corporate strategic supplier diversity program
* Build cross-functional relationships with key internal stakeholders and teams
* Gather reports, analyze data, and assess information needed to maintain successful program management
* Maintain internal and external supplier diversity website and related information
* Design consolidated reports and presentations for executives describing current program status

## Qualifications for diversity program manager

* Effective communication, facilitation, persuasion, and influencing skills
* Bachelor’s degree required in Psychology, Sociology, Social Work, Organization Development, or Human Resources related discipline
* 5-7 years of experience in Diversity and Inclusion, Talent or Organization Development preferred
* Highly organized and adept at prioritization
* Align with partners on roles, responsibilities and deliverables
* Establish project standards, cadence and version controls for project documentation and workflow to ensure success of programs