



# Example of Diversity Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of diversity coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for diversity coordinator

- Maintain website or micro sites for unit
- Assist campus recruiting leads with booking of space and events on selected campuses
- Conduct ad hoc research on universities and assist with posting of job opportunities and resume collections
- Contribute knowledge and innovative/creative ideas for current entry-level programs and the overall diversity campus recruitment strategy
- Participate in on-campus events as needed
- Organize and run an annual six-week Summer Program for undergraduates and post-baccalaureates from underrepresented backgrounds
- Manage the application and selection process, write an annual progress report, track program alumni, and maintain the program budget working with the financial team
- Annually update the program brochure and website
- Maintain and expand recruiting database of contacts in math/stats departments in colleges throughout the US (with a focus on MSI's)
- Attend and/or recruit Department students and faculty to attend conferences focusing on undergraduate minority students in STEM fields

## Qualifications for diversity coordinator

- Represent the Department in SPH- and HU-wide diversity initiatives
- Ability to analyze information and generate user-friendly reports

- Working knowledge of design software, such as Adobe Creative Suite
- Up to 30% travel ability required (primarily local)
- Knowledgeable about cultural differences