



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

- Provides oversight for Title IX compliance working with Deputy Coordinators, Campus Security staff, Advocacy Alliance and other related offices and resources within and outside the university community
 - Conducts research for best practices then plans and implements Title IX training and awareness programming for students, faculty and staff
 - Prepares and disseminates educational materials (web-based and paper) that informs the campus community of Title IX rights and responsibilities and administers mandatory training for students, faculty and staff
 - Receives student, faculty, and staff reports/complaints of sexual and gender-based misconduct
 - Meets with complainants to provide information regarding available campus and community resources, interim measures and reporting and resolution options
 - Develops and implements a case management plan for each reported incident of sexual and gender-based misconduct
 - Makes recommendations that ensure the safety of the impacted reporting party and the community
 - Refers inquiries that are not relevant to Title IX to Human Resources, Dean of Students, Campus Security, the Provost or other appropriate offices for further handling
 - Arranges training
 - Maintains, records and completes reports as required
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- Arrange follow-up meetings with new hires with disabilities and their managers to ensure seamless
- Responsible for monitoring the department e-mail box and engaging with candidate inquires
- A minimum of a high school diploma and four (4) years of administrative or related experience is required
- Experience with HRIS systems is required
- Experience with making international and domestic travel arrangements and coordinating on/offsite meetings are required
- Excellent verbal and written communication skills are required to properly draft and edit meeting agendas, correspondence and presentations and interface with senior leaders