



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

- Identifies and integrates best practices by keeping current with laws, regulations, regulatory guidance and current case law
- Regularly attends continuing professional education on Title IX and maintains ongoing relationships with colleagues at other institutions and professional organizations
- Serves on campus-wide committees as the Title IX coordinator
- Organize and maintain a scheduler for meetings and conferences, Outlook and/or Lotus Notes
- Assist with coordinating recruiting activities such as conferences, career fairs, receptions, information sessions, onsite recruitment events and interviews
- Partner with HR Generalists in all business units and departments to develop annual Diversity Action Plans
- Complete and/or coordinate accounting and budgetary activities including timesheets, expense, reimbursement
- Demonstrate a high level of professionalism in interactions with Office of Diversity leaders and prospective faculty and students
- Provides front line customer service to CDI community, including students, residents, fellows and faculty
- Maintains calendars, answers phones, and coordinates travel arrangements for CDI Executive Director

Qualifications for diversity coordinator

work with independence and minimal supervision is required

- Demonstrated abilities to work with a sense of urgency, take initiative and handle confidential matters while using discretion and excellent judgment is required
- This position is part-time, working 19.5 hours per week
- This position is located in New Brunswick, NJ.Administration
- Must possess and demonstrate excellent oral and written communication skills and ability to work collaboratively with UW constituents at every level
- Must be highly organized, able to work independently and possess an ability to maintain and safeguard confidential communication and documentation