Area Coordinator: Diversity & Inclusion

Westminster College is currently seeking applicants for the Area Coordinator: Diversity & Inclusion. This is a 10-month, full-time, live-in position responsible foremost for coordinating diversity and inclusion activity, such as advising student organizations which serve minoritized student populations and coordination of educational programs on justice, equity, diversity, and inclusion. Student Affairs work is always fluid, but approximately 30-35 hours a week will be dedicated to diversity and inclusion. The balance of this time is dedicated to Residence Life, though more time will be dedicated during periods of training. The employment term is July 15 through May 15 annually.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.

Student Affairs Responsibilities

- Advise Black Student Union, ALLIES, and Disability Awareness Club as well as any newly established student organizations which serve minoritized student populations
- Coordinate educational programs on justice, equity, diversity, and inclusion
- Provide orientation, transition, and support for international students
- Assist the Associate Dean of Student Affairs with strategic initiatives which strengthen diversity and inclusion

Residence Life Responsibilities

- Assist with Residence Life programming and training, especially related to diversity, equity, and inclusion
- Participate in the on-call rotation schedule for Area Coordinator team

Additional Responsibilities

- Teach one section of Westminster 101, a college transitions course
- Provide intervention and referral for students experiencing social, emotional, or academic difficulties, including CARE case management
- Other duties as assigned by either the Associate Dean or Vice President of Student Affairs

Requirements

Master’s degree in Student Affairs or related field. Strong theoretical and philosophical foundation in student development; demonstrated understanding of and commitment to issues of diversity and inclusion in higher education; intercultural competence; strong experience with program development and event planning; criminal and other relevant background checks

Supervision

Primarily this position is supervised by the Associate Dean of Student Affairs: Student Success and Inclusive Excellence. The Residence Life components of this position are supervised by the Associate Dean of Student Affairs: Residential Learning & Student Conduct.

To Apply: Please send cover letter, resume, and the names and contact information for at least three professional references by email to SAJobApplications@westminster.edu. We are currently conducting searches for multiple area coordinator positions. Please be sure to specify Area Coordinator: Diversity and Inclusion in your email. Priority will be given to applications received by May 15, 2020, but will be accepted until positions are filled.