ANNOUNCEMENT OF POSITION VACANCY
Coordinator of Student Diversity

SUMMARY: The Coordinator of Student Diversity reports to the Director of Student Diversity, Advocacy, and Health and is part of the Student Services division. This is a half-time position responsible to support the commitment of Colorado Mesa University to recruit, retain, and support a diversified student population and create an environment to empower these students to successfully achieve their academic goals. This position serves as point of contact for currently enrolled students who need assistance resolving issues or problems forming barriers to the student’s success, as well as the primary staff advisor to the student Cultural Diversity Board.

Some of the Coordinator of Student Diversity’s essential duties and responsibilities include:

- Contributes to and assists in the coordination of student services and activities that directly impact the recruitment, retention and support of a diversified student population.
- Serves as the primary staff advisor to the student Cultural Diversity Board, comprised of the Black Student Alliance, La Raza, Ho'olokahi Polynesian Club, Native American Student Council, and the Gay-Straight Alliance (GSA).
- Develops and supports celebrations of diversity on campus and in the community.
- Collaborates and works closely with all administrative offices on campus to ensure the success of under-represented students.
- Serves as the University’s primary facilitator of and representative to the community-based Cultural Advisory Committee.
- Provides trainings and presentations to promote diversity across the campus.
- Works with the Office of Admissions and the Office of Financial Aid to ensure that students from all backgrounds are provided with clear and appropriate administrative support to successfully complete the application and financial aid process.
- Serves as a liaison to community programs and agencies that attempt to interest and motivate individuals from under-represented backgrounds to consider a University education.
- Establishes education, prevention and intervention programs that encourage and motivate students with their academic, personal, and social well-being.
- Communicates with students, parents, faculty, staff, administration and the community through face to face contact, presentations, e-mail, internet, telephone, and direct mail.
- Keeps current with up-to-date student services information relative to the needs of Colorado Mesa University students.

REQUIRED EDUCATION & EXPERIENCE:

- A bachelor’s degree from an accredited college/university, plus minimum of three to five years of relevant professional experience. Desired areas of expertise include working with students from diverse backgrounds, academic advising, organizational management, counseling and conflict resolution.
- A high level of interpersonal communication skills.
- Ability to collaborate and work effectively with an individual, group or any community constituent to achieve productive results.
- Must be flexible, deal effectively with change, and be aware of current issues regarding student affairs.
- Must be able to occasionally lift and/or move up to 30 pounds.
- Because the duties of this position include frequent traveling by auto, airplane, and other methods or transportations, a valid driver’s license is required.

The successful candidate must be able to perform each essential responsibility satisfactorily, and be committed and able to demonstrate effective leadership and organizational skills. Candidate must be able to work with people of diverse backgrounds, possess excellent communication skills, and be well versed in student affairs.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.
TYPE OF APPOINTMENT: Half-time position

SALARY: Commensurate with education and experience.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by May 19, 2016.

APPLICATION:
Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Coordinator of Student Diversity Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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