

Intercultural and Diversity Center Program Coordinator  
University at Buffalo, The State University of New York

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Posted Aug. 20, 2020, set to expire Dec. 20, 2020

<b>Job Title</b>	Intercultural and Diversity Center Program Coordinator
<b>Department</b>	Intercultural & Diversity Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 20, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services
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**Job Description**

**Position Summary**

This full-time professional position within Student Life will be instrumental for realizing the mission of the Intercultural and Diversity Center: to support all students in their personal identity development, create a sense of belonging and inclusion on campus, celebrate diversity, and build skills to engage in meaningful conversations and discuss issues that broadens one's perspective.

The Program Coordinator will:

- Lead and supervise a staff comprised of one Graduate Assistant, Graduate Interns, and a team of undergraduate Diversity Advocates.
- Plan and implement diversity-related workshops, training, retreats and programs with a focus on ALANA (African American, Latinx, Asian American, and Native American) students. Oversee Safe Zone and Diversity Zone Training, the Intercultural and Diversity Retreat, and ALANA Celebration of

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### Achievement

- Create new initiatives, which identify and connect to current local, national, and global diversity-related trends and issues.
- Develop and build relationships with stakeholders from across campus and in the community.
- Reach out to different student populations, including but not limited to, students of color, first-generation college students, LGBTQ and gender non-conforming students, students of different religions, students with disabilities, International students, commuter students and students with military backgrounds.

Situated on a flagship research institution of over 30,000 students including over 8,000 students of color and more than 6,000 international students, the Intercultural and Diversity Center (IDC) has a well-established reputation on campus for providing meaningful opportunities for students to explore their and others' various identities through inventive and inclusive programming and meaningful diversity training. The IDC also serves as a comfortable and informal physical space on campus where students can relax and feel at home.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### Minimum Qualifications

Bachelor's degree. Successful candidates will have experience working with a diversity office or department, a special population's office or department, and/or with diverse students on a college campus. Successful candidates will possess and effectively utilize strong interpersonal skills, excellent organizational skills, and high quality oral and written communication skills.

### Preferred Qualifications

Preferred qualifications include having a Master's degree in Higher Education or related field, experience implementing successful diversity programs, experience supervising undergraduate students, and experience working with diverse student populations. Demonstrated multicultural competence including success implementing multicultural education and integrating related college student development theories is strongly preferred.

## Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

## Contact



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