

**Inclusive Excellence Education Coordinator  
Georgia Southern University**

Direct Link: <https://www.AcademicKeys.com/r?job=145974>

Downloaded On: Dec. 4, 2020 12:23pm

Posted Aug. 31, 2020, set to expire Dec. 26, 2020

<b>Job Title</b>	Inclusive Excellence Education Coordinator
<b>Department</b>	Education Coordinator
<b>Institution</b>	Georgia Southern University Statesboro, Georgia
<b>Date Posted</b>	Aug. 31, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services Student Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1990737">https://apptrkr.com/1990737</a>

**Apply By Email**

**Job Description**

Inclusive Excellence Education Coordinator

Job ID: 219990

Location: Statesboro, Georgia

Full/Part Time: Full-Time

Regular/Temporary: Regular

**Job Summary**

The Office of Inclusive Excellence is responsible for providing Georgia Southern University with educational opportunities to deepen and expand our capacity to create more inclusive environments

## Inclusive Excellence Education Coordinator Georgia Southern University

Direct Link: <https://www.AcademicKeys.com/r?job=145974>

Downloaded On: Dec. 4, 2020 12:23pm

Posted Aug. 31, 2020, set to expire Dec. 26, 2020

within the University community. The Inclusive Excellence Education Coordinator is designed to support the Office of Inclusive Excellence (IE). This position will focus primarily on campus wide initiatives related to training, student engagement, and program development, as well as providing logistical support to the Office of IE. This position reports to the Associate Vice President for Inclusive Excellence and Chief Diversity Officer.

### Responsibilities

- \* Research local, national, and global issues that can inform relevance of training content and make recommendations for revisions to training content
- \* Direct projects delegated by the AVP/CDO by designing goals, establishing and revising objectives and time frames, adhering to state and college standards, acting as principal contact person, and ensuring proper administration and implementation
- \* Assist with implementation, communication, and logistics of the Inclusive Excellence Action Plan
- \* Review evaluations and assess outcomes of IE training sessions and make recommendations for training revisions
- \* Monitor and organize arrangements for all events, retreats, campus meetings, activities, and travel involving IE trainings
- \* Manage IE webpage with updates and respond to feedback
- \* Assist with response to community inquiries and requests for training and development
- \* Coordinate logistics of all IE efforts within the Office of Inclusive Excellence
- \* Develop course content and identify subject-matter experts to present content
- \* Collaborate with Human Resources on annual compliance topics related to IE
- \* Coordinate and execute Inclusive Excellence training for employees
- \* Coordinate university-wide IE professional development opportunities
- \* Perform related duties as assigned to support the mission of the University
- \* Develop and coordinate a social justice program and ally development series for students
- \* Conduct and execute IE trainings for students and student groups
- \* Develop innovative ways to increase student engagement with IE initiatives

### Required Qualifications

#### Educational Requirements

- \* Bachelor's degree

#### Required Experience

- \* Minimum one-year experience of developing and conducting social justice training for staff, faculty, or

Inclusive Excellence Education Coordinator  
Georgia Southern University

Direct Link: <https://www.AcademicKeys.com/r?job=145974>

Downloaded On: Dec. 4, 2020 12:23pm

Posted Aug. 31, 2020, set to expire Dec. 26, 2020

students

- \* Program development and management experience
- \* Experience designing and conducting student leadership development experiences

Preferred Qualifications

Preferred Educational Qualifications

- \* Master's degree

Preferred Experience

- \* Experience advising student organizations
- \* Experience with research engines and organizing research and recommendations
- \* Webpage management experience

Proposed Salary

\$39,999

Knowledge, Skills, & Abilities

ABILITIES

- \* Ability to anticipate needs and prioritize tasks
- \* Consistently exhibit engaging customer service
- \* Navigate web access and email with or without reasonable accommodation
- \* Proven proficiency with computers including Microsoft Office, Google, and/or applications as required for specific position

KNOWLEDGE

- \* Adhere to University policies and procedures to meet Institutional goals and support University's mission for student success

SKILLS

- \* Demonstrated capacity to design and facilitate trainings to deepen skills and knowledge for the purpose of creating greater equity and inclusion on college campuses
- \* Demonstrated commitment and engagement with inclusive excellence and social justice efforts within

## Inclusive Excellence Education Coordinator Georgia Southern University

Direct Link: <https://www.AcademicKeys.com/r?job=145974>

Downloaded On: Dec. 4, 2020 12:23pm

Posted Aug. 31, 2020, set to expire Dec. 26, 2020

a higher education, not-for-profit organizations, or K-12 settings

\* Demonstrated attention to detail with strong communication, customer service, and organizational skills

\* Excellent interpersonal skills, teamwork and collaboration skills

\* Demonstrate commitment to inclusiveness by working well with diverse populations

\* Effective communication and human relations skills

Apply Before Date

August 28, 2020

### About Us

Join Our Team at Georgia Southern!

Georgia Southern is a dynamic university with three vibrant campuses in Hinesville, Savannah and Statesboro serving the communities in Southeast Georgia. As a Carnegie Doctoral/R2 institution, our world-class scholars instruct about 26,000 students in associate's, bachelor's, master's and doctoral level degree programs. Whether you are seeking the charm of a small town, the traditions of a historical/urban destination near the beach or supporting our military service members and their families, Georgia Southern offers its faculty and staff the best of all worlds!

Beyond an ideal location, there is a place for you to work in an exciting environment abounding with opportunities for personal and professional growth. We are steeped in tradition and devoted to academic distinction in teaching, scholarship and service. In 2018 Forbes Magazine listed Georgia Southern, along with 10 other Georgia companies or institutions, as one of America's Best Midsize Employers. Georgia Southern University is passionate about serving our region while preparing our students to be lifelong scholars, leaders, and responsible stewards of their communities and the world.

### Contact Information

For more information or questions about a job posting, please contact the Department of Human Resources by phone at (912) 478-6947 or by email at

[url=https://apptrkr.com/get\_redirect.php?id=1990737&targetURL=mailto:hrservice@georgiasouthern.edu]hrservice@georgiasouthern.edu

For technical support, please call the Shared Services Center at (877) 251-2644 or

[url=https://apptrkr.com/get\_redirect.php?id=1990737&targetURL=mailto:oneusgsupport@usg.edu]oneusgsupport@usg.edu

### Conditions of Employment

\* Georgia Southern University is a Tobacco and Smoke-Free Community.

\* Successful completion of background investigation and legal authorization to work in the US prior to

## Inclusive Excellence Education Coordinator Georgia Southern University

Direct Link: <https://www.AcademicKeys.com/r?job=145974>

Downloaded On: Dec. 4, 2020 12:23pm

Posted Aug. 31, 2020, set to expire Dec. 26, 2020

employment.

Offers of employment are contingent upon completion of background investigation including a criminal background check demonstrating your eligibility for employment with Georgia Southern University, as determined by Georgia Southern University in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check. Applicants may be subject to a pre-employment drug test.

Offers are made expressly subject to the applicable federal and state laws, to the statutes, rules and regulations of this institution and to the Bylaws and Policies of the Board of Regents (BOR) of the University System of Georgia (USG), which are available for your inspection upon request.

### Equal Employment Opportunity

Georgia Southern University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. Individuals in need of reasonable accommodations under the Americans with Disabilities Act to participate in the search process should notify Human Resources: (912) 478-6947.

### Other Information

- \* Must be able to perform duties and responsibilities with or without reasonable accommodation.
- \* Work generally performed in office environment
- \* Workweek may occasionally extend beyond 40-hours, including nights and weekends
- \* Occasional travel may be required
- \* Work in direct contact with a diverse and dynamic student population

Background Check

Standard and Education

### Department Information

3900600141 - AVP Inclusive Excellence

### Other Information

Believing that diversity, equity, and inclusion contribute to excellence in the workplace and to the quality of the University's academic environment, Georgia Southern University is committed to recruiting and retaining diverse faculty and staff to support, promote, and serve a diverse student body and promote Inclusive Excellence. Candidates from historically underrepresented groups, whose work furthers the institution's Inclusive Excellence goals, and who bring to campus varied life experiences,



Inclusive Excellence Education Coordinator  
Georgia Southern University

Direct Link: <https://www.AcademicKeys.com/r?job=145974>

Downloaded On: Dec. 4, 2020 12:23pm

Posted Aug. 31, 2020, set to expire Dec. 26, 2020

perspectives and backgrounds are especially encouraged to apply.

To apply, visit

[url=https://apptrkr.com/1990737]https://careers.hprod.onehcm.usg.edu/psp/careers/CAREERS/HRMS/c/HRS

**Contact Information**

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

**Contact**

Education Coordinator  
Georgia Southern University

,