Multicultural & Inclusion Coordinator

LOCATION: Erie
FULL/PART TIME: Full-time,
REPORTS TO: Executive Director of Campus Involvement
CLOSES: Open Until Filled

DESCRIPTION: Mercyhurst University seeks a qualified applicant to fill the position of Multicultural & Inclusion Coordinator. The Coordinator will be responsible for providing leadership, outreach, vision and oversight of a student services department which fosters inclusive education. The Coordinator will plan and present leadership and informational programs to help all members of the university to continue discussing and exploring topics of multicultural needs. A successful candidate will have the ability to build a strong rapport with the campus community and provide direct experience as a positive and effective advocate for culturally diverse students. These services and initiatives support student success, help students thrive throughout their time at MU, and serve to realize the University’s aspirations to be a campus of engaged and diverse learners.

PRIMARY DUTIES include but are not limited to:

• Work with Campus Involvement Center staff to create programming revolving around diversity and inclusion.
• Advise the Multicultural Activities Council (MAC), by being a resource and providing assistance in promoting educational and social programs.
• Support and Co-advise the Activities Council.
• Meet weekly with the Activities Council.
• Serve as the chair for the University Council Committee on Diversity, Inclusion and Gender.
• Facilitate multicultural education training, presentations and programs to explore and provide critical reflection of issues of diversity, inclusion, culture, gender, race, LGBTQIA, ability ethnicity, social class and other significant aspects of individual and cultural diversity.
• Make recommendations on policies and procedures to increase diversity and inclusion on campus.
• Establish and maintain opportunities for structured dialogue and or the development of ongoing programmatic activities focused on respectful discourse and understanding.
• Advise and collaborate with faculty around student issues and concerns.
• Serve as a member of the Campus Involvement Team, including meetings, retreats, trainings, and volunteering to assist with other major programs and events.
• Assist in the coordination and implementation of Summer Orientation & Welcome Week.
• Design and administer surveys to analyze student needs and interests.
• Assess student needs and collaborate with student organizations and student leaders to help implement year-round trainings and workshops regarding multicultural issues, including but not limited to the following: resident assistants, student government, leadership students, Activities Councils.
• Work collaboratively with existing offices, internal and external constituencies, to meet the diversity and inclusion goals of the University. This involves interacting with students, student organizations, former students, faculty, staff and community leaders, representing the University.
• Develop and maintain effective networking with other educational and professional organizations regarding diversity education and other professional issues.
• All other duties as assigned.

QUALIFICATIONS:
• Master's Degree in Higher Education/Student Personnel Services or related field and two years’ experience working with college students is required
• Experience in developing and implementing programs focused on issues of diversity, difference, equity and inclusion.
• Familiarity with college student learning and development theories with a demonstrated knowledge of best practices in student engagement on a college campus.
• Demonstrated ability to work effectively with a wide range of constituencies in a diverse community including experience working with international student concerns.
• Experience working with first-year and second-year student populations.
• Knowledge of student support programs and services, and organizing and coordinating skills.
• Ability to motivate, develop, direct and train assigned staff including coordinating and supervising work.
• Ability to foster a cooperative work environment.
• Ability to interpret, adapt and apply guidelines and procedures while also utilizing assessments to guide initiative development.
• Ability to manage multiple tasks and effectively prioritize among competing needs.
• Ability to communicate effectively, verbal and written, with people from different social, educational and cultural backgrounds.

SPECIAL REQUIREMENTS:
This position requires some evening and weekend hours. Vacation restrictions apply during times of peak activity in the department.

ABOUT MERCYHURST:
Mercyhurst University, is a fully accredited, four-year, Catholic, liberal arts institution founded in 1926 by the Sisters of Mercy, who worked hard to make the college and the Erie community a better place. Today, Mercyhurst has evolved considerably. The university is home to more than 3,000 undergraduate and graduate students immersed in more than 80 undergraduate majors as well as unique adult programs and 13 graduate degrees. Our international students come to us from over 52 countries.
In addition, Mercyhurst University offers 25 varsity level sports, all of which are competitive in either NCAA Division I or II. Furthermore, the university maintains its associate degree programs at a campus in scenic North East, just 20 minutes from Erie.

And in the spirit of our founders, Mercyhurst continues to play an important role in the community. Inspired by our motto, “Carpe Diem” (seize the day), our faculty and students are busy making a difference on and off campus – from “the Hill” to the far corners of the world.

**APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual’s legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be eligible to work in the United States.