



## Job Description

**Title:** Diversity, Equity, and Inclusion Program Coordinator      **FLSA Status:** NE

**Reports To:** Assistant Dean of Students/Director of Student Life **FTE:**

**Department:** Portland Student Life

**Effective Date:**

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### Job Summary:

The Diversity, Equity, and Inclusion Program Coordinator at the School of Nursing (SON) is responsible for cultivating an inclusive, positive, and supportive environment that creates personal success and engagement initiatives for students from communities underrepresented in nursing through the development of student support services and campus cultural programming. This position may assist with implementation of various other department programs and services to ensure student success and create a diverse, engaging, and healthy student experience.

### Primary Duties and Responsibilities:

- Coordinate [Peer Resource Network](#), the peer mentoring program for nursing students.
- Develop, administer, and assess campus programs and services that encourage student retention, intercultural sensitivity, cultural celebrations, and cultural competency.
- Support student organizations that advocate for diversity, equity, and inclusion, such as collaborating with the Multicultural Student Nurses club, Linfield Public Health Association, Nursing Students without Borders, Veterans initiatives, and the RX Pride LGBTQIA+ Club.
- Collaborate with the PDX Student Life Department on events and associated activities, such as New Student Orientation, campus-wide events, leaderships celebrations, etc.
- Collaborate with the McMinnville Inclusion, Access, and Diversity Office to partner on events
- Coordinate equity, inclusion, and social justice efforts at the School of Nursing by providing trainings, creating Orientation materials, and working with students, faculty and staff.
- Manage the Multicultural Center on campus
- Plan and manage budgets aligned with the Linfield University Strategic Plan goals and outcomes.
- Other duties as determined.

### Qualifications:

Bachelor's degree in relevant discipline and one year of experience in equity and inclusion work, first generation programming, or coordination experience at an institute for higher education, or equivalent combination of experience and education demonstrating:

- Passion for and experience in working with and providing support to students from various ethnic backgrounds and first generation students.
- Proven history of working effectively with students and colleagues as an educator, advisor, leader, and collaborative colleague.
- Excellent intercultural and interpersonal skills to interact with all levels of students, faculty, community members, and staff.
- Strong communication and conflict resolution skills needed to navigate socially- and politically-charged situations to resolve issues, build consensus, and reconcile competing interests.
- Proficiency in assessing, selecting, coordinating and evaluating programs and services offered.



- Ability to work independently; a good self-starter with excellent follow-through, and as a team member.
- Sensitivity to issues of confidentiality.
- Ability to apply applicable standards, laws, rules, and regulations.
- Excellent writing and verbal communication skills.
- Proficient computer skills.
- Previous experience with nursing students or medical students desirable.

I have read and understand the above job description for the position that I am accepting:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_