



# POSITION OPENING

**JOB TITLE:**                   **PROGRAM COORDINATOR-Diversity and Equity Center**  
**CLOSING DATE:**           TBA

South Puget Sound Community College is recruiting for a part time Program Coordinator –Diversity and Equity Center position. Presently there is an opening in the Office of Student Life. This recruitment is open to all applicants who meet the minimum qualifications stated below. Applications received by the closing date will be used to fill Program Coordinator vacancies at the college which may occur over the next six months.

**SALARY RANGE:** This is a 69 hours per month part-time position.

**EXAMPLES OF GENERAL DUTIES:**

- Advise and direct the work of student interns in the Diversity and Equity Center (DEC),.
- Recruit, train and direct the work of student peer mentors (DEC Team) who provide staffing for the DEC, conduct outreach activities, and plan diversity-related events.
- Monitor the DEC environment for its accessibility and approachability to many identity groups; conduct targeted outreach to underrepresented student groups.
- Serve as a knowledgeable point of contact and support resource for students, providing referrals and informing them of campus and community resources and programs pertinent to their community/identity group.
- Work with Campus Activities Board’s Diversity and Equity Coordinator to plan and execute programming for diversity-related events.
- Serve on the Diversity and Equity Advisory Committee, participating in the assessment of campus climate issues; identifying gaps in service, needed resources, and institutional barriers; and strategizing to address these climate concerns.

**MINIMUM QUALIFICATIONS:**

High school graduation or equivalent AND three years of experience working in an academic or nonprofit setting with a focus on lesbian, gay, bisexual, transgender and intersex students; and/or students of color; and/or students with disabilities.

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**DESIRABLE QUALIFICATIONS:**

Candidates must exhibit competency in meeting the needs of specific diverse student populations in an academic environment. Candidates must demonstrate a commitment to the inclusion and support of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds. Ability to assess student needs and work both independently and cooperatively to address these needs, as necessary. Candidate needs to be able to motivate, engage and provide direction to students who face significant

barriers to academic success. Excellent written and verbal skills and working knowledge of computers and software applications, specifically Microsoft Office, Word, Publisher and Access.

**PHYSICAL WORK ENVIRONMENT:**

This position will perform in an office setting and will operate standard office equipment such as a personal computer, calculator, scanner, etc. The ability to organize, prioritize and accommodate numerous interruptions is essential. This position may require moving boxes weighing up to 30 pounds.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:**

South Puget Sound Community College is an Equal Opportunity/Affirmative Action Employer and welcomes all qualified applicants, especially minorities, women, persons of disability, persons over forty and Vietnam-era and disabled veterans to apply. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. As a condition of employment, new employees must provide proof of identity and employment eligibility.

**APPLICATION PROCEDURES AND DEADLINE:**

Interested individuals must complete an official South Puget Sound Community College employment application form and supplemental examination. For application and further information, contact the Human Resources Office, South Puget Sound Community College, 2011 Mottman Road SW, Olympia, WA 98512-6292. Phone (360) 596-5500. The application form and supplemental examination **must be received in the Human Resources Office by 5:00 p.m. TBA.** Late or incomplete applications will be rejected. All application materials become the property of South Puget Sound Community College.

**CONDITIONS OF EMPLOYMENT:**

All individuals hired must provide proof of identity and proof of citizenship, permanent resident status or employment authorization. This position is in a union shop bargaining unit. As a condition of employment, you must within 30 days after appointment (1) become a member of the Washington Federation of State Employees, or (2) pay a representation fee, or (3) pay a non-association fee. Nonpayment of such fee is grounds for dismissal. Any dispute between the employee and the employee organization as to the amount of the representation fee can be resolved only under the procedures provided by the employee organization, not the employer.

Persons with disabilities needing assistance in the application process may call (360) 596-5500. For TDD access call (360) 596-5439.

***SOUTH PUGET SOUND COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER***



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