| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 9/9/2024 | FA9503 | Equity Coordinator-Martin Luther King Equity Center - MLKEC | FA9567 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Office of Empowerment | MLKEC | G1 | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  AFT | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs./wk.):** | **Part-Time:**  \_\_\_\_ Hrs./Week | **Pooled Position:** | Type here **# of Employees if this position is pooled.** |
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| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| The Equity Coordinator reports to the Director of the Martin Luther King Jr. Equity Center (MLKEC). This position is responsible for collaborating, coordinating, and assisting with the delivery of activities, managing related data, assisting in the execution of equity projects and any other duties as assigned by the Director. Responsibility extends to assisting with the planning, tracking, monitoring, and coordinating of project activities, weekly student employee support hours, participant activities, program field trips, and community service activities. In addition, the position will be involved in reporting success metrics. The position will also assist with student employee duties as necessary.  Th Equity Coordinator position will be equipped to provide presentations on programming and activities within the Office of Empowerment (OE) in general. Such presentations may take place during program meetings, student orientation programs, and OE tours. The position will be required to help provide an inclusive and welcoming environment for students, faculty, staff, external stakeholders, and community members visiting and participating in OE sponsored events for the purpose of creating an equitable and safe space for students, faculty, staff, external stakeholders, and community members regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, family status, marital status, military status, veteran’s status, or other status as protected by law, or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.  This position will work collaboratively with the Directors and Coordinators for the Cesar Chavez Multicultural Center, the Maya Angelou Training Center, and any other Special Services Contractors providing support to OE to make sure that all OE events, programs, and initiatives are successful. For this reason, the Equity Coordinator may be required to attend events related to all OE programs, not just programs hosted by MLKEC. Lastly, this position will take advantage of available professional development activities related to the work performed by the three Centers.  The Equity Coordinator supports the implementation of equity and inclusion initiatives and strategies, ensuring that diversity, equity, inclusion and belonging goals are met. Under the supervision of the MLKEC Director, this role involves managing small to mid-sized projects, assisting with data collection and presentation, and coordinating activities aimed to enable continual assessment and promotion of a more inclusive and equitable environment at LCC. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| **N/A** |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g., 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 30 | 1 | In collaboration with the MLKEC Director, the Equity Coordinator will:   * manage small to mid-sized projects, setting targets and goals while ensuring objectives of the projects are accomplished on time and within budget parameters. * cover the center as directed in the MLKEC Director’s absence. * Assist the director with creating quality, accurate, transparent and timely reporting of OE initiatives. * Translate process requirements to system needs, manage project planning, lead related small to mid-sized projects, and make recommendations to leadership. * Assist in the creation and implementation of projects that improve student success for all students, first generation, non-traditional and under- represented college students, and serve as an OE resource for faculty and staff. |
| 30 | 2 | * Take ownership and responsibility for certain programs or projects offered by the center and ensure that all groups feel empowered through each initiative. * Assist in the development, coordination, leading and implementation of diversity, equity, inclusion and belonging projects and programs related to the Equity Action Plan and the College Strategic Plans. May also serve on various cultural committees and student support initiatives on behalf of the MLKEC and OE. |
| 25 | 3 | * Professionally represent LCC to our internal and external clients, and the general community. Provide information about the College and/or College Services as needed to provide and promote educational opportunities. |
| 10 | 4 | * Assist in identifying and understanding any barriers that students, faculty, and staff may face to help eliminate them, create a community of learning and implement educational and cultural programming. * Work with the MLKEC Director and other leaders to create effective strategies to establish resources for all in the Lansing Community College community. |
| 5 | 5 | * Perform other duties as assigned. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g., communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
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| Knowledge  • Must have knowledge of undergraduate students and the open-access nature of community colleges.  • Must have knowledge of best practices with retention, recruitment and engagement to support students.  • Must have knowledge of tools available in the fields of diversity and inclusion.  • Previous experience with higher education technology applications is preferred.   * Proficiency in standard office software such as Microsoft Office is required.   Communication  • Must have excellent written, verbal and interpersonal communication skills.  • Must be able to communicate with clarity  • Must be able to communicate effectively with those with differing perspectives  • Must have active listening skills, along with an ability to connect with others across cultural and other differences.  Leadership  • Must have an ability to collaborate effectively with college and community organizations.  • Must understand how organizational systems work in general and demonstrate an ability to navigate systems.  • Must have problem solving skills  • Must include an ability to assess, analyze, and synthesize information and make good decisions.  • Must remain levelheaded when faced with complex and/or difficult situations.  • Must be culturally competent, especially in interacting and communicating with others from differing backgrounds, cultures, ethnicities, and customs. |
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| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| **Required**   * Bachelor’s degree from a regionally accredited institution or an equivalent combination of education and relevant experience. * Demonstrated experience working with underrepresented, marginalized, first generation, and/or other diverse populations. * Demonstrated experience developing and leading programming. * Demonstrated experience using Microsoft Office (Word, Excel, and Power Point) and other business-related software tools.   **Preferred**   * Experience working and communicating effectively across cultures * Demonstrated experience working in teams or independently. * Demonstrated experience working effectively interact with multiple cultures and generations. |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name: Tanya McClain Supervisor’s Signature:** \_Tanya McClain\_\_\_\_\_\_\_\_\_\_\_ **Date:** *9/6/2024*

**Dean/ELT’s Name: Dr. Dale Dan** **Dean/ELT’s Signature:** \_Dr. Dale Dan\_\_ **Date:** 9/6/2024

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_Sydney Glasscoe \_\_ **Date:** 9/9/2024

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** New **Date:** **8/28/2024 Supervisor’s Position #:**  FA9567

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3-dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs. of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs. of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs. of force, walk/stand frequently)

Heavy (exert 51-100 lbs. of force, walk/stand routinely)

Very Heavy (exert over 100 lbs. of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises