| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 9/5/2024 | FA9508 | Lead Diversity Training Coordinator - MATC | FA9686 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Office of Empowerment | Maya Angelou Training Center | G2 | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

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

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_­\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **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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| This position reports to the Maya Angelou Training Center (MATC) Director and is responsible for collaborating, coordinating, and assisting with the delivery of trainings to support college initiatives related to faculty, staff, students, leaders, and the community. This position will participate in the organization and planning of activities designed to support initiatives to diversify, improve, and increase global and cultural competence within the campus community. This position will serve as the Lead Diversity Training Coordinator for MATC activities and trainings. The successful individual will be responsible for coordinating all aspects of the logistics for all MATC events. This includes but is not limited to overseeing support staff with the logistics for room reservation and training programs. Additionally, as Lead Diversity Training Coordinator this position will be responsible for the center and college needs during the absence of the MATC Director. The successful candidate will be expected to research and provide content for various diversity, equity, inclusion and social justice trainings as needed. The successful candidate will also develop presentation materials and present this type of information during trainings, workshops, conferences, new student orientations and more.This position will be required to help provide a welcoming and customer friendly environment for all employees, students and community members visiting the College and participating in Office of Empowerment (OE) sponsored events for the purpose of creating a safe space for employees, students and community members regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial 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 MATC Diversity Training Coordinators and any other Special Services Contractors providing support to OE to make sure that all OE events and programs are successful. The Lead Training Coordinator will develop and maintain collaborative relationships with stakeholders internal and external to the College as needed to support MATC activities. They will serve on department, division and collegewide committees and work groups as assigned; providing input on diversity, equity, inclusion, justice and social responsibility issues. Lastly, this position will take advantage of available professional development activities related to the work performed at MATC. |

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

| **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 MATC Director, provide leadership and coordination for all MATC trainings and activities. Create and implement training that improves OE knowledge for faculty, staff, students, leadership, and community. Responsible for researching and creating content and presentation materials for various diversity, equity, inclusion and social justice programs as needed and presenting this content during trainings, events, workshops, and more.  |
| 25% | 2 | This position will serve as the Lead Diversity Training Coordinator for MATC activities and trainings. The successful individual will be responsible for coordinating all aspects of the logistics for all MATC events. This includes but is not limited to overseeing support staff with logistics for room reservation and training programs. As Lead Diversity Training Coordinator this position will be responsible for making sure college procedures and policies are followed by each program. |
| 15% | 3 | This position will also be responsible for collecting data and creating reports for success metrics as required to assess if training objectives are met. |
| 15% | 4 | Provide leadership to all MATC staff. Leadership duties include but is not limited to assisting with employee selection, assignments and training.  |
| 10% | 5 | The position will use college technology to communicate with RISE Certificate participants each week for the purpose of providing motivation and sharing information about upcoming trainings and other opportunities available for training participants.  |
| 5% | 7 | 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.  |
| --- |
| * Customer Service skills and abilities.
* Understand diversity, equity and inclusion principles.
* Knowledge of the community college environment and how it operates.
* Ability to successfully cultivate relationships with internal and external stakeholders.
* Knowledge of assessment techniques for the evaluation of program objectives.
* Ability to adapt personal communication style to changing situations.
* Ability to articulate decisions in written formats that can be clearly interpreted.
* Ability to communicate utilizing multi-media technology.
* Ability to mentor, counsel and coach in a wide variety of situations and with diverse populations.
* Ability to communicate effectively in conflicting and stressful situations.
* Ability to effectively identify and resolve problems
* Ability to maintain strict confidentiality related to sensitive information
* Ability to mediate, resolve conflict and achieve consensus.
* Ability to lead and maintain an environment of team collaboration.
* Ability to work in teams or independently
* Ability to effectively interact with multiple cultures and generations.
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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.  |
| --- |
| **Required*** Bachelor’s degree or an equivalent combination of education and experience in a related field from an accredited institution.
* Significant experience working with underrepresented, first generation, and/or other diverse populations.
* Demonstrated experience in developing and facilitating trainings and presentations.
* Demonstrated experience organizing and/or coordinating events and/or other programming.
* Experience using Microsoft Office (Word, Excel and Power Point) and other business-related software tools.

**Preferred*** Experience working in a higher education setting with emphasis on services such as Academic Advising, Enrollment, support services, recruiting and/or retention.
* Demonstrated experience managing student support programs.
* Experience in developing and leading programming.
* Demonstrated supervision or leadership experience.
* Bilingual abilities, including reading, speaking, and writing preferred

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| **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.  |
| --- |
| 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.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Dawn Hardin **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_

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

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_\_ **Date:** \_9/5/2024\_\_

**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 #:** FA0000 **Date:** **3/20/2024 Supervisor’s Position #:** FA9686

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

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

[x]  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

[x]  Reaching

[x]  Balancing

[x]  Crouching

[x]  Grasping

[x]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

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

[x]  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