

(PD-5135) Coordinator for APIDA Initiatives - Student Diversity and Belonging

PD No.:PD-5135

POSITION INFORMATION

Internal Team:*	SL-SAD&I-Diversity & Belonging - 142200
Job Code/Employee Classification:*	SSP II <u>Job Code: 3082</u>
MPP Job Code:	
Position Number:	New Position # Request <u>Position no: SL-00011032</u>
CSU Working Title:*	Coordinator for APIDA Initiatives - Student Diversity and Belonging
Reports To:*	DirforStudDiversity&Belonging
Campus:*	San Luis Obispo
Division:*	Student Affairs
College/Program:*	SA - Diversity & Inclusion
Department:*	SAD&I-Diversity & Belonging - 142200
FLSA Status:	Exempt

POSITION DESIGNATION

Mandated Reporter:*	Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Job Summary/Basic Function:*	Under direct supervision of the Director of Student Diversity and Belonging, and with lead work direction from the MultiCultural Coordinator, this position provides support services under the Multicultural Center umbrella in SDAB with a focus on supporting Asian Pacific Islander Desi American (APIDA). The Coordinator for APIDA Initiatives assists in conducting outreach to APIDA affinity clubs and organizations to support their success at Cal Poly. This position helps to create a community for APIDA students by providing programmatic support for intra-cultural student dialogues; ethnic, religious, and cultural celebrations; and opportunities for community-building and campus-wide awareness of topics impacting these student communities. This Coordinator for APIDA Initiatives will design strategic programs and initiatives that will facilitate identity development, cultural competence, and understanding of the diversity, intersectionality, and nuances within APIDA student communities on campus. This position will ultimately provide program oversight and coordination; monitor program expenditures to ensure a balanced program budget.
Minimum Qualifications:*	A Bachelor's degree, preferably one in behavioral sciences, humanities, or social sciences. One year of experience in professional Student Services work at the entry trainee level. Equivalent amounts of graduate level job related education may be substituted for the required experience. Additional specialized experience during which the applicant has acquired and successfully applied the required knowledge and abilities may be substituted for the required education on a year for year basis.

Required Qualifications:

- Working knowledge of the practices, procedures and activities of the program to which assigned.
- Knowledge of program assessment tools for conducting research and analysis of program educational outcomes and impact of programs.
- Ability to obtain information through various tools and collect, compile, analyze and evaluate data.
- General knowledge of the principles of individual and group behavior.
- Ability to collect, compile, analyze and evaluate data and make verbal or written presentations based on these data.
- Ability to speak publicly to large groups and strong facilitation skills.
- Ability to develop workshops, educational curriculum, and dialogue materials.
- Ability to advise students individually and in groups on routine matters where required.
- Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
- Ability to use initiative and resourcefulness in planning work assignments and implementing long-range program improvements.
- Ability to organize, evaluate, and coordinate day-to-day and short-term and long-term events/plans.
- Ability to recognize multicultural, multi-sexed and multi-aged value systems and other non-traditional or underserved student populations, and work accordingly.
- Demonstrated ability to initiate, establish, and foster communication, teamwork as well as maintain effective working relationships with a diverse population who come from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational, delegation and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Demonstrated ability computer skills and proficiency with a variety of computer applications.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Thorough knowledge of the principles of individual and group behavior.
- Ability to analyze complex situations accurately and adopt effective courses of action.
- Ability to advise students individually and in groups on complex student related matters
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- Ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.
- Ability to carry out a variety of professionally complex assignments without detailed instructions.
- Ability to establish and maintain cooperative working relationships with a variety of individuals.

Preferred Qualifications:

- Master's degree in Student Affairs, Ethnic Studies, and/or Asian-American Studies. One year of experience in the student development profession or with a community non-profit or social services agency.
- At least one year of related experience working with APIDA students and programming.
- Demonstrated skills in an institutional/educational environment utilizing a student-oriented and service-centered attitude.

Special Conditions:

- Must be willing and able to work occasional extended work weekdays and weekends.
- Must be willing to accept reassignment of duties if needed and to participate in cross training.
- Must be willing to travel and attend training sessions related to policies, procedures and technological advancement as it pertains to position requirements.
- This position classification has been defined as "non-Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- Must be able to successfully pass a pre-employment background/fingerprint check.

License / Certification:**Supervises Employees:***

Yes No

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
90	<p>Student Support</p> <ul style="list-style-type: none"> • Build relationships with students and student organization leaders to create a community of support and to promote the recruitment and retention for Asian Pacific Islander Desi American (APIDA) students from the time of admission through graduation. • Provide consistent, accurate, sensitive, and uniform advising services to current and prospective students. When appropriate, refer students to other student support and educational services on campus such as Career Services, Health Services, Counseling Services, and various student academic services programs. • Advise and support student leaders to sustain educational programs that serve diverse student populations. • Understanding of the diversity, cultural nuances, and marginalized identities found within members of the APIDA communities. • Provide pro-active student support (in individual and group settings) Such support involves general counseling techniques and may concern career, learning, financial aid, campus life and/or related issues and includes follow-up. <p>Student Programming</p> <ul style="list-style-type: none"> • Assist in the planning and coordination of signature programming such as Lunar New Year, APIDA Heritage Month, and APIDA Commencement. • Ability to facilitate dialogues, educational workshops, and healing spaces specifically geared toward serving the needs and concerns experienced by APIDA students. • Collaboratively provide assistance with education and promotional efforts in accordance with Title IX and Safer (Cal Poly's gender-based violence and prevention education office). • Coordinate and implement educational programs with the input and advice of the Director. • Plan and provide advisement for Instructionally Related Activity (IRAs) events, Student Success Fee events, marketing of program and other special events for the SDAB Centers. • Assist in recruiting, hiring, training, supervising, and evaluating student assistants in support of APIDA programming. • Supervise the planning, implementation, and assessment of APIDA Initiatives for the purposes of identifying critical needs and gaps in student support. • Work collaborative with the MultiCultural Coordinator in support of the Center's signature programming such as CultureFest and Poly Cultural Weekend. <p>Network Building</p> <ul style="list-style-type: none"> • Maintain effective working relationships with a wide range of students, faculty, staff, and the general public to assist students in planning and organizing education activities and to assist students in understanding diversity as part of their overall learning experience. • Develop and lead a network specifically targeting women on campus through collaborative partnerships with various campus units, appropriate student organizations, and faculty and staff to allow for formal/informal mentoring relationships between professionals and students on campus. <p>Partnerships</p> <ul style="list-style-type: none"> • Work collaboratively with other staff and colleagues within SDAB to promote intersectional programming, particularly in partnership with our other centers. • Build cross-campus collaborations with colleagues within Fraternity & Sorority Life, Safer (our Gender-Based Prevention program) and other offices pertinent to working with this student population. • Participate in pre-enrollment activities, such as those provided by Open House, Poly Cultural Weekend, Student Life Orientation (SLO Days), Summer Institute and Week of Welcome. <p>Be available to campus leadership to advise on culturally-specific diversity efforts in a positive and pro-active manner</p>	Essential

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- Complete administrative tasks including but it not limited to; room reservations, classroom technologies reservations, student reimbursements, poly portal or campus wide announcements, meeting minutes, recap emails, answering phones, completing reports.
 - Perform other job-related duties and Student Affairs special projects and activities as assigned.
 - Maintain current knowledge of the climate and the diversity of issues affecting APIDA student populations on campus and in higher education settings.
 - Participate in Student Diversity and Belonging led departmental staff meetings and campus-wide programming and events.
 - Participate and represent the department in assigned Student Diversity and Belonging, Student Affairs and other university committees and activities.
 - Other duties as assigned.

USERS AND APPROVALS

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