



**SEATTLE
UNIVERSITY**

Diversity and Inclusion Graduate Program Coordinator

Office of Diversity and Inclusion

Position Summary

The Office of Diversity and Inclusion (ODI) aims to promote inclusive excellence at the University. ODI's mission is to foster an institutional culture where there is no dichotomy between our values of diversity and inclusion, and our goals of educational quality and excellence.

The Diversity and Inclusion Graduate Coordinator will be working towards helping the office foster inclusive excellence across Seattle University. This person will be responsible for helping with daily administrative tasks along with specialized projects directly related to Diversity and Inclusion work at Seattle University

Essential Responsibilities

Under the direction of the Vice President of Diversity and Inclusion the Graduate Program Coordinator will support with the following.

- Conduct research on Diversity and Inclusion leadership practices – including the ability to synthesize and analyze data of possible practices to form best uses for Seattle University Leadership
- Develop and implement programs focused on Inclusive Excellence for Faculty, Staff, Students and Leadership
- Research and analyze data curated from campus surveys and feedback forms
- Use existing knowledge to synthesize and analyze data received by the office to help build programs that better fit the needs of the student population
- Manage administrative filing system
- Digital communications management (possibly shared with another student intern)
 - Social Media – Instagram
 - Website
 - Newsletter
- Data entry
- Revision and upkeep of meeting minutes for various groups/meetings
- Other duties as assigned

Anticipated Work Schedule

The Graduate Program Coordinator is expected to work an average of 20 hours per week. Starting dates & work schedule TBD.

Minimum Qualifications and Skills

- Current Graduate Student at Seattle University
- Experience working in a professional setting
- Passion for Diversity and Inclusion initiatives
- Strong understanding and dedication to Seattle University's mission

Preferred Qualifications and Skills

- Experience working with Diversity and Inclusion initiatives or high level of interest
- Experience editing and revising documents
- Experience working with digital communications, specifically managing social media content/creation
- Background knowledge in research development - particularly around communities of color and inequities in the education sector

Supervisor Contact Information

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