

GORDON COLLEGE

Position Description

Title: Intercultural Student Services Coordinator

Function: The Intercultural Student Service Coordinator reports to the Director of the Multicultural Initiatives Office (MIO) and works alongside the International Student Services (ISS) Office Manager within the Office of Student Life. This position provides leadership development, programming, and workshops for students to advance in intercultural competence and promote a culture of inclusion and equity for historically underserved students. Students group include Black/African American, Latin@, Native American, Asian, Pacific Islander, First-generation, international and immigrant students.

This position supports MIO and ISS by overseeing its activities, student leaders' supervision, and overall campus-wide programming. It also organizes staff and students in the development and sustainability of new measures; it increases the volume and visibility of diversity efforts through MIO and ISS and broadens these efforts' impact in support of Gordon's mission. The MIO motto is Welcome HOME (Honoring Our Multicultural Experience), with the goals of supporting, celebrating, and educating/engaging our intercultural students during their time at Gordon.

Description of Duties and Tasks:

Essential Responsibilities:

Specific responsibilities include creating, collaborating, implementing, marketing, and assessing programs that successfully engage students in intercultural and social justice learning outcomes. The successful candidate must also connect and maintain networks and relationships with various campus and community partners, provide support and assistance to intercultural student organizations, and advocate for student concerns.

MIO and ISS: Design their programs, training, involvement opportunities with equity, and inclusion lenses and market them to appeal to a diverse student population. Administrative functions include budget management, risk management, assessment, and supervision of student leaders. Through the intentional practice of student development and cultural identity development, this position enhances a growing sense of community by fostering students' awareness and appreciation of social justice and the imago die on a diverse Christian campus. It requires working evenings, weekends, and in a virtual and remote environment as needed.

Required Knowledge, Skills and Abilities

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

- Must profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; and must work to advance Gordon's mission through this position.

- A Bachelor's degree from a regionally accredited college and university and two years of related professional experience **OR** equivalent combination of education and experience.
- Experience with co-curricular event planning, group/individual advising, intercultural/social justice programming, data tracking, and diversity education/training.
- Demonstrated awareness of, sensitivity to, and ability to respond to the needs of a diverse student population
- Strong interpersonal, organizational, and time-management skills;
- Experience with curriculum development, facilitating dialogues, and public speaking; and experience with social media
- Must be able to foster a supportive and student-centered environment;
- Prioritizes and handles multiple tasks simultaneously;
- Works collaboratively, build coalitions, and sustains partnerships;
- Successfully navigate incidents of bias and hate-related micro-aggressions, prejudice, harassment, and discrimination.

Preferred Qualifications

- Master's degree with a minimum of one year of diversity education/training experience and experience programming around social justice topics.
- An understanding of student development, identity development, and social justice concepts.
- Experience working directly with historically underserved student populations.
- Experience with classroom teaching, presentations, and/or designing college success programs in coordination with staff/faculty.
- Ability to supervise students, oversee event coordination, and manage multiple projects.

Position Code: CSD-IAC-1

Grade: 4

FLSA Status: Non-exempt