

Simpson University
Student Engagement 2021-2022
Student Activities Diversity Coordinator
Job Description



Student Engagement
SIMPSON UNIVERSITY

Job Description:

The Student Activities Diversity Coordinator is expected to be a mature Christ-follower who will support the vision of Student Engagement. This leader needs to have a passion and interest in issues of diversity and inclusion and can cultivate an awareness on campus. They serve on a team of Student Activities Coordinators to execute events. This position also collaborates with student clubs focused on diversity as well as the campus-wide Diversity Committee. He/she is expected to be dependable, responsible, and enthusiastic, as well as display loyalty to Simpson University. Like all student leaders, the Student Activities Diversity Coordinator is required to sign the Student Leadership Covenant and Student Contract upon acceptance of this position.

Compensation:

This student leadership position includes a \$3000.00 scholarship; \$1500.00 will be awarded in the Fall semester and \$1500.00 will be awarded in the Spring semester. *The commitment for this role is two semesters - one academic year.

Prerequisites & Qualifications:

1. A committed Christian who has a personal relationship with Jesus Christ and whose faith is actively being integrated into his or her daily life
2. Eager to guide students in academic, spiritual, and social wellness
3. Enrolled as a full time undergraduate student at Simpson University
4. Sophomore standing or higher by the end of Spring 2021
5. Have a minimum cumulative G.P.A. of 2.5 and maintain a 2.5 G.P.A. while holding this position
6. Cannot be employed by Simpson University for more than a total of 20 hours

Core Responsibilities:

1. Assist to execute student events/programs and participate through set-up, tear-down and attendance
2. Coordinate to implement programs centered on diversity and inclusion
3. Help to connect and guide student-run clubs centered around diversity
4. Sit on and participate in the University Diversity Committee
5. Be available to work up to 10 hours per week
6. Meet weekly with direct supervisor
7. Attend all student leader training, meetings and gatherings
8. Assist with all other duties as assigned

Required Dates of Attendance:

- Student Leadership training (August and January)
- Ongoing training and leadership celebration events
- New Student Orientation (August and January)
- Weekly team meetings (TBD)
- Must attend 3/4 leadership workshops offered throughout academic year

Dates of Leadership Commitment:

August (training prior to Fall semester) - end of April (as needed)

Important Note:

Students serving in this role are required to limit the amount of campus student employment scheduled each week. For all on-campus student employment, student employees are limited to a total of 20 hours per week.