Job Description Summary:

The Coordinator assists in creation and execution of innovative programs and services designed to create a more inclusive campus for students. Specifically responsible for implementing Multicultural programming logistics; assisting in marketing efforts; overseeing the evaluation of events; managing relationships with a myriad of offices and organizations to identify and meet the needs of LGBTQ and underrepresented students; working closely with and receiving direction and guidance from the LGBTQ Action Group Chairs; working collaboratively to assist in the establishment of policies and procedures that help create an inclusive and supportive campus environment, furthering the college goal of embracing and celebrating Diversity of All Kinds; and mentoring and advising students, clubs, organizations, and student leaders, to promote and create an inclusive campus environment that prepares students to enter the diverse global landscape.

Essential Responsibilities:

• Assist with programming for the Diversity Leadership Award Recipients as necessary.
• Responsible for administrative coordination and execution of Signature Campus events including Multicultural Festival, Martin Luther King Jr. Legacy Day, LGBTQ & Allies Welcome Reception, and Lavender Graduation Celebration.
• Create and maintain Multicultural Programs web and print marketing.
• Coordinate logistics of meeting and programs for Undergraduate Community Unity Educator program including recruitment, training, leadership development, assessment and program execution.
• Maintain correspondence, documents and calendar for Undergraduate and Graduate Babson Intercultural Group recognition process for cultural organizations.
• Coordinate updates and materials for Babson Intercultural Group Dialogue.
• Assist with management a resource space for safe dialogue and discovery of commonalities and differences.
• Assist with training student organizations and student leaders on diversity related topics and how they apply to their organizational mission, leadership development, and campus roles.
• Coordinates Heritage/History/Pride Month activities including planning and execution of various social and co-curricular and community events throughout.
• Manage logistics, publicity and evaluations for LGBTQ Safe Zone training program.
• Maintain Multicultural Programs task calendar and manage event-related email communication and social media.
• Works closely with identity-based student organizations (undergraduate and graduate) to foster awareness and collaboration across campus.
• Manages the annual LGBTQ programming budget.

Advising:

• Holds weekly drop-in advising hours for undergraduate and graduate students.
• Attends meetings and events for various student organizations to build relationships and identify opportunities for partnerships across campus.

Other:

• Update Multicultural Programs and LGBTQ-specific websites and relevant Babson student portal pages when necessary.
• Serves on campus committees or task forces as an LGBTQ advocate and voice, as appropriate.
• Gathers and manages benchmarking data related to multicultural and LGBTQ programming and issues on campus.
• Represent Glavin Office/Multicultural Programs at college functions as appropriate.
• Assumes additional responsibilities as required.

Supervises:

Student Employees (1-2)
**Job Requirements:**
Minimum Level of Education Required Bachelor’s Degree

Position Knowledge/Skills & Abilities Requirements:
- Minimum 1-2 years of related experience
- Demonstrated knowledge and understanding of LGBTQ+ issues and needs and the intersection of these and other identities
- Demonstrated knowledge and commitment to supporting underrepresented students in a college setting
- Strong computer skills including proficiency in Google Drive/Docs and Microsoft Office (Word, Excel, PowerPoint, Outlook/Calendar)
- Excellent oral, written, and interpersonal communication skills and demonstrated ability to communicate in a cross-cultural environment with sensitivity to the complexity of diverse student issues and concerns
- Strong organizational skills and project management skills with the ability to appropriately prioritize tasks and adjust to changing priorities
- Team player with ability to take initiative and complete tasks with minimal supervision
- Experience working in an advising capacity with student groups and individual students

**Working Conditions:**
Must be able to occasionally attend meetings and events during evenings and/or weekends.

Interested applicants, please apply online:

http://babson.peopleadmin.com/postings/4016

We are an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic. The EEO is the Law poster is available here. Babson College is committed to enhancing diversity and inclusion across all levels of the College. Candidates who believe they can contribute to this value are strongly encouraged to apply.