



Columbus College of Art & Design

Program Coordinator for Inclusion & Leadership Development

CCAD's Student Affairs Department is seeking a Program Coordinator for Inclusion & Leadership Development who enjoys fast-paced roles, can work independently with little supervision, is a critical thinker, and has the ability to multi-task to fill this role. We are a highly collaborative and cohesive team, providing a wide range of high-quality services for our faculty, staff, and students.

We are dedicated to our mission of being an agile, trusted, strategic partner who delivers sustainable services and solutions that contribute to CCAD's success through the attraction, retention and engagement of a talented creative, diverse and inclusive workforce and we would love for you to join our team!

SUMMARY

The Program Coordinator for Inclusion & Leadership Development (Coordinator) oversees all student-facing diversity, equity, and inclusion initiatives as well as all leadership programs for students. The primary focus of the role is to develop, execute, and integrate strategies and ongoing initiatives that promote an affirming culture of intentional inclusivity on campus –specifically, the development of initiatives that seek to facilitate the personal and academic success of marginalized student groups through the development of programmatic initiatives, mentorship opportunities, and individual advisement. The role is also responsible for fostering activism within our student body and for promoting a culture of socially engaged and civically minded students. Duties also include assisting the Assistant Dean with creating engagement opportunities for students through a series of signature events, the coordination of climate surveys, and program assessment, as well as serving as the lead advisor to student organizations focused on inclusion and equity education on top of providing operational support to all student organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Provide direction for equity and inclusion initiatives that support the college's mission and the Division of Student Affairs' learning outcomes;
- Under the guidance of the Assistant Dean, will plan, implement, and evaluate programs and initiatives that promote an affirming culture of intentional inclusiveness on campus and that support marginalized students groups; foster activism within our student body and promote a culture of socially engaged and civically minded students;
- Apply identity development to all programs, trainings, and retreats;
- Serve on the CARE Team as a CARE Responder; provide individual support, including referrals, to students in their social, leadership, and identity development;
- With the Assistant Dean and AVP, provide advocacy and support for students related to bias incidents;
- Plan heritage months by developing monthly programming and coordinating a campus calendar for each Cultural Heritage month.
- Pursue and maintain a national LGBTQ+ ranking status as an affirming, inclusive campus;
- Serve on the institution's Diversity, Equity, & Inclusion Commission;
- Serve as primary advisor to all current CCAD-sponsored student organizations;
- Facilitate inter-organization communication and collaboration; Initiate and plan community building programs and meetings for various student organizations;
- At the direction of the Assistant Dean, develop and implement policies and processes that support the development and maintenance of student clubs and organizations; assist student leaders of all student organizations with planning and implementing events, programs, speakers, and educational

opportunities related to the missions of their organizations; provide support for organizations with budgets, contracts, and evening/ weekend event coverage and advisement as needed;

- Assist with the planning and implementation of Student Affairs' signature events;
- Assist in assessing the student experience as it relates to student engagement and leadership opportunities in clubs/organizations;
- Supports the college's retention efforts through individual interventions with students; serve on the CARE Team;
- Serve on cross-functional work teams and committees as directed;
- This position is a key role in student services administration. The individual is expected to maintain a spirit of professionalism, diplomacy, and tact. This position requires the need to be available to work evenings and/or weekends.
- Perform other relevant duties as assigned such as special projects, programs, developmental activities, etc.

QUALIFICATIONS

- The ability to work on weekends and evenings
- Able to work successfully with individuals from diverse cultural and ethnic backgrounds
- Ability to communicate effectively –both verbally and in writing.
- Knowledge of best practices and trends related to multicultural and international student populations, promoting an inclusive and equitable culture on campus
- Strong work-ethic, attention to detail, and an ability to balance multiple projects simultaneously.
- Ability to collaborate effectively with diverse stakeholders in a culturally sensitive manner
- Experience building a supportive community among students and peers.
- An excellent understanding of programming and event management.

SUPERVISORY RESPONSIBILITIES

Possible student employee supervision.

EDUCATION and/or EXPERIENCE

- Master's Degree in student affairs, higher education or a related field
- 1-3 years of related experience, which may include graduate level positions Experience in successfully implementing diversity education and multicultural student support strategies on a college campus preferred.
- Experience in advising student organizations, student programming boards, student government and/or supervising student leaders preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms
- The employee frequently is required to stand; walk; and use hands to finger, handle, or feel.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate, occurring in an open space with standard office equipment noise, as well as scattered conversation

COMPENSATION: This position is full-time, exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

CCAD Vaccination & Booster Requirement Notice

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at humanresources@ccad.edu.

***CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification..**

About CCAD:

[Columbus College of Art & Design](http://ColumbusCollegeofArt&Design) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at ccad.edu.

About Columbus:

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

EEO Statement:

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.