

DEI Coordinator

Posting Details

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Position Number:	129179
Title:	Coordinator
Functional Title:	DEI Coordinator
Category Status:	33-Exempt Regular
Applicant Search Category:	Staff
University Authorized FTE:	100
Unit:	INFO-College of Information Studies

Campus/College Information:

Founded in 1856, University of Maryland, College Park is the state's flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

Background Checks

Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify you from employment.

Position Summary/Purpose of Position:

The DEI Coordinator will support and engage in efforts to support and promote the iSchool's internal DEI commitment. This position will execute the DEI learning and professional development strategy, will lead cultural recognition initiatives, programs, workshops, and training, and serve as the liaison between iSchool units.

The DEI Coordinator will:

- Exhibit compassion, vulnerability, and empathy when working with employees and advancing the iSchool's DEI goals.
- Implement Associate Dean for DEI's strategy and programs to enhance the employee experience.
- Support the Associate Dean and Director with DEI awareness across the iSchool and play an integral role in steering cultural change related to DEI.

Benefits Summary

Top Benefits and Perks:
[Exempt Benefits Summary](#)

Minimum Qualifications:

Education:

- Bachelor degree or equivalent experience in Human Resources, I/O Psychology or related course of study or equivalent work experience required.

Experience:

- Minimum 3 years experience with DEI initiatives and/or experience in training and development, organizational learning, organizational development within the DEI space.

Knowledge, Skills, and Abilities:

- Broad and deep knowledge of DEI principles and best-practices.

- Broad knowledge of learning, training and development in the workplace.
- Outstanding interpersonal skills.
- Ability to maintain the highest level of confidentiality.
- Strong organizational skills.
- Proven aptitude for creative thinking, practical problem-solving, and innovating solutions.
- Strong project management skills with a positive results-oriented attitude.
- Experience planning and managing both small and large-scale training events.
- Strong written, oral, and presentation communication skills.
- High level of self-motivation and ability to work independently.
- Proficiency in Microsoft Office suite, including Word, PowerPoint, and Excel, and in using web-based collaboration tools (Sheets, Zoom, Google Workspace, etc.).

Preferences:**Preferences:**

- Masters degree.
- Demonstrated experience building and executing successful DEI programs, end-to-end.
- Experience leading change management initiatives across a diverse group of individuals or teams.
- Proven ability to think strategically and work across organizational lines and different communication styles.
- Facilitation experience.
- Experience managing technology.

Additional Certifications:**Additional Information:**

- Candidates must be able to provide proof of eligibility to work in the USA. No visa sponsorship is offered for this position.
- The University also offers a comprehensive benefits package, including 22 Days Annual Leave; 15 Days Sick Leave; 3 Days Personal Leave; 15 Paid Holidays; Tuition Remission; Health, Dental, Vision and Prescription coverage.
- Women and minorities are encouraged to apply.
- If you need an accommodation in the application process, please notify iSchool HR at ischoolhr@umd.edu

The College of Information Studies strives to be a diverse, equitable, inclusive, and welcoming environment. Hence, we strongly encourage applications from people who identify as members of underrepresented, underserved, and/or marginalized communities.

Salary Range: \$72,876 – \$76,985

Job Risks

Not Applicable to This Position

Physical Demands

None

Posting Date:

04/02/2024

Closing Date:

04/26/2024

Open Until Filled

No

Best Consideration Date**Diversity Statement:**

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

Applicant Documents

Required Documents

1. Resume

2. Cover Letter

Optional Documents

1. DEI (Diversity, Equity and Inclusion) Statement

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this position?

- LinkedIn
- UMD Job Site
- Personal Referral
- Washington Post
- Baltimore Sun
- Local Publication
- Chronicle of Higher Education
- Inside Higher Education
- INDEED
- HERC
- Hispanic Outlook
- Diverse Jobs
- HigherEdJobs
- Professional Journal
- Listserv
- Other
- SimplyHired
- CareerBliss
- Job Fairs
- Monster.Com
- Craigslist
- UMD Job Fair
- CareerBuilder