

Office of Diversity, Equity and Inclusion Program
Coordinator
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244239>

Downloaded On: Sep. 13, 2024 11:08am

Posted Sep. 3, 2024, set to expire Sep. 20, 2024

Job Title	Office of Diversity, Equity and Inclusion Program Coordinator
Department	Staff
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Sep. 3, 2024
Application Deadline	09/20/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs
Apply Online Here	https://apptrkr.com/5590971

Apply By Email

Job Description

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Office of Diversity, Equity and Inclusion Program Coordinator

Rancho Santiago Community College District

Salary Range: Grade 15: \$75,588.23 - \$96,480.94

Job Type: Full Time

Job Number:



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CL24-01014

Location: Santa Ana, CA

Division: DO Human Resources

Closing: 9/20/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under direction, plans, organizes, and coordinates the daily and operational activities of the ODEI (Office of Diversity, Equity and Inclusion) program including recruitment, managing projects, developing, implementing, and evaluating program policies, procedures, and standards relative to fostering a culture of diversity, equity and inclusion delivering quality services and perform related work as required.

REPRESENTATIVE DUTIES

Oversee day-to-day operations of the program to ensure that policies and procedures are being followed, goals and objectives are met, and that services and projects are being accomplished efficiently and effectively; develop, lead and maintain task forces and workgroups to implement programs, trainings, events and initiatives to advance the Office of Diversity, Equity and Inclusion (ODEI), which include the community within RSCCD and outside of Orange County; provide outreach and recruitment programs to facilitate a recurring pipeline of diverse cohort candidates; create a tracking system to maintain a database of various ODEI representatives, and potential candidates; Create, design, identify, develop and facilitate ongoing training, and education for RSCCD staff in accordance with the ODEI; provide training, education various District staff and participate in education, training related to ODEI initiatives; create tools for web-based learning and assessment for ODEI projects and work with other departments to incorporate these tools; maintain website content and social media communications; develop and maintain relationships in the community with groups serving diverse populations and connect community groups with appropriate ODEI representatives for collaboration; develop and administer surveys; coordinate scheduling of events and activities with stakeholders including colleges and universities; takes corrective action as directed; assists with the development, design, implementation, and organization of the departmental branding and promotional/marketing objectives; may be required to: advise program participants, do public speaking on behalf of the program, and travel to job fairs, feeder universities, and workshops; act as a liaison between ODEI, local universities and local communities, and attend conferences; other duties as

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assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the assigned administrator for the Office of Diversity, Equity and Inclusion. The incumbent is responsible for assignments within the office and works with presenters, event coordinators and other personnel.

KNOWLEDGE AND ABILITIES

Knowledge of: modern office practices, methods, computer equipment and computer applications, including the Microsoft Office suite; English usage, spelling, vocabulary, grammar, and punctuation; principles and practices of outreach and recruitment, program planning, project management, data collection, report preparation, work planning, assignment, review, and evaluation, and the training of staff; recruitment, retention and provide strategic leadership in the areas of diversity, inclusion and equity; principles and practices of training, professional development, program development, implementation, and marketing; methods and techniques for the development of presentations.

Ability to: complete multiple tasks in a fast-moving environment; maintain confidential information; develop, implement, and evaluate goals, objectives, policies, and procedures; provide customer service to the public, vendors, students, and District staff, including individuals of various ages, and various socio-economic and ethnic groups; interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations governing assigned program(s); evaluate and develop improvements in operations, procedures, policies, or methods; prepare clear and concise reports, correspondence, policies, procedures, and other written materials; conduct complex research projects, evaluate alternatives, and make sound recommendations; represent the division in meetings with various businesses, professional, and regulatory organizations; establish and maintain a variety of filing, record-keeping, and tracking systems.

Job Qualifications

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Any combination of training and/or education equivalent to a Bachelor's degree and two years of experience as a program coordinator which demonstrates program development and implementation working with an ethnically diverse population.

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ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training

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- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

Application Procedures

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

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Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4637887/office-of-diversity-equity-and-inclusion-program-coordinator>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Rancho Santiago Community College District

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