

CORNELL UNIVERSITY
STAFF POSITION DESCRIPTION

3/2023

The university job title classification will be determined in accordance with the [Position Classification Process](#).
Please refer to the [Guidelines for Preparing the Staff Position Description](#) prior to completing this document.

Current Incumbent, if any: _____	Position #:	New
University Job Title: <u>Coordinator Program I</u>	Pay Band:	E
Working Title (if different): <u>Assistant Director OSMM</u>	Exempt: X	Nonexempt:
Department Name: <u>Dean of Students, Diversity & Inclusion</u>	Dept Code:	DOS - OSMM
Immediate Supervisor's Name and University Job Title: <u>Joel Harter, Associate Dean of Students</u>		

POSITION SUMMARY and PREFERRED QUALIFICATIONS are combined for any associated posting.

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities.

Divisional Statement

Student and Campus Life (SCL) inspires transformation in all Cornell students on their journey of individual, academic, and personal evolution. Our division is comprised of leading student affairs experts who support our campus on pressing student life matters including public service, health, wellness, social justice, residential living, food services, sports, recreation, career services, and student activities and organizations including sorority and fraternity life. We provide support and services to roughly 25,000 undergraduate, graduate, and professional students on multiple campuses in the U.S. and abroad.

Unit Statement

The Office of the Dean of Students (DOS) cultivates the holistic growth and development of students through advocacy, empowerment, and education. We enhance the student experience by offering comprehensive support and resources, providing co-curricular opportunities, and fostering a sense of belonging.

Department Statement

The Diversity & Inclusion (D & I) portfolio supports the holistic development of the student experience by creating engagement opportunities, support services, and initiatives focused on belonging, equity, and inclusion. The D & I portfolio is comprised of identity-based centers and offices that support and empower students from historically marginalized backgrounds while also providing all Cornell community members with opportunities to deepen their understanding of racial justice and equity, expand their allyship skills, engage in dialogue across differences, and be a part of the movement for positive social change.

Position Impact *In this section, please provide 3-4 sentences that describes the impact this position has on the department*

The Office of Spirituality & Meaning-Making (OSMM) is a unit within the Office of the Dean of Students, within the Division of Student and Campus Life. OSMM supports the spiritual and ethical lives of Cornell students, both religious and nonreligious, by inviting students to make meaning of themselves and the world, to learn about different traditions and worldviews through interfaith engagement, and to explore the intersectionality of student identity development. OSMM supports over 30 religious, spiritual, and secular student organizations, and partners with the multifaith community of advisors and affiliates who comprise Cornell United Religious Work (CURW).

The Assistant Director is responsible for providing support to students along with developing and implementing programs, projects, and outreach on campus for OSMM. This position is student-centered, team-oriented, collaborative, and plays a vital role in developing interfaith programming on campus. The Assistant Director supervises the interfaith intern program and student communications interns, advises the student Interfaith Council, and coordinates social media and other communication efforts. This position is dedicated to serving and fostering a community of support and advocacy that honors the academic and co-curricular schedules of our students and that connects the work of OSMM to campuswide efforts around wellness, diversity, equity, and inclusion.

The Assistant Director reports to the Associate Dean of Students and Director of the Office of Spirituality & Meaning-Making. This position is designated as a 2-year renewable term position extendable for up to an additional 3-year term for a total maximum of 5 years. The position should anticipate supporting student groups during non-traditional business hours including evenings and weekends.

Success Factors *In this section, please provide 3-4 that articulates what success looks like in this role*

- Commitment to cultivating supportive, inclusive, and student-centered spaces for religious, spiritual, and nonreligious students, where students feel welcomed and affirmed in their full authentic selves, students learn to appreciate diverse and intersecting identities, and students feel able to engage and learn from others who have had life experiences and hold social identities that are similar and different from their own.
- Strong program planning and event management skills to implement, assess, and support various programs and workshops for students from diverse backgrounds, including the capacity to adapt to new priorities and manage multiple relationships and projects.
- Capable of fostering student leadership development through advising, training, guidance, and reflection opportunities for various student organizational leaders and student staff to achieve their goals and missions and meet their job expectations. Maintains a supportive and student-centered environment that empowers and equips students with skills and strategies to engage in self-advocacy, coalition building, and governance.
- Ability to work as part of a dynamic and flexible team in a fast-paced professional office and to interact collaboratively with diverse audiences to effectively affect change from within systems, build relationships, maintain trust, and identify and advocate for achievable solutions.

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

- Bachelor's degree and 2-4 years of experience, or equivalent combination of experience and education.
- Interfaith experience working with diverse religious, spiritual, and nonreligious communities.
- Understanding of religious, spiritual, ethical, and worldview identity issues, trends, and needs, especially pertaining to college students and nonreligious students.
- Multicultural competency and experience advising diverse groups of students.
- Strong oral, written, and presentation skills: ability to convey complex concepts and to communicate with students, faculty, staff, and community members in a manner that promotes dialogue and understanding.
- Ability to supervise and advise students, showing good judgment about when to make referrals, set boundaries, and equip students with skills and strategies to engage in self-advocacy.

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

- Master's degree preferred in Student Affairs, Higher Education, Social Work, Ministry, Diversity Education, Social Justice Education, or similar field.
- 2-3 years of interfaith experience, including experience with Buddhist, Muslim, Jewish, Hindu, and/or nonreligious groups.
- 2-3 years of experience supporting student spiritual life and meaning-making in a higher education setting.
- Experience advising or working closely with students from diverse and/or historically marginalized populations.

Staff Skills for Success

(The following skills are essential for individual and organizational success)

SKILLS

EXAMPLES OF DEMONSTRATED BEHAVIOR

Inclusiveness

- Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
- Promotes cooperation and a welcoming environment for all
- Works to understand the perspectives brought by all individuals
- Pursues knowledge of diversity and inclusiveness

Adaptability

- Is flexible, open and receptive to new ideas and approaches
- Adapts to changing priorities, situations and demands
- Handles multiple tasks and priorities
- Modifies one's preferred way of doing things

Self Development

- Enhances personal knowledge, skills, and abilities
- Anticipates and adapts to technological advances as needed
- Seeks opportunities for continuous learning
- Seeks and acts upon performance feedback

Communication

- Demonstrates the ability to express thoughts clearly, both orally and in writing
- Demonstrates effective listening skills
- Shares knowledge and information
- Asks questions and offers input for positive results

Teamwork

- Builds working relationships to solve problems and achieve common goals
- Demonstrates sensitivity to the needs of others
- Offers assistance, support, and feedback to others
- Works effectively and cooperatively with others

Service-Minded

- Is approachable/accessible to others
- Reaches out to be helpful in a timely and responsive manner
- Strives to satisfy one's external and/or internal customers
- Is diplomatic, courteous, and welcoming

Stewardship

- Demonstrates accountability in all work responsibilities
- Exercises sound and ethical judgment when acting on behalf of the university
- Exercises appropriate confidentiality in all aspects of work
- Shows commitment to work and to consequences of own actions

Motivation

- Shows initiative, anticipates needs and takes actions
- Demonstrates innovation, creativity and informed risk-taking
- Engages in problem-solving; suggests ways to improve performance and be more efficient
- Strives to achieve individual, unit, and university goals

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.

	Approximate % of time, Annualized
<p>Program and Event Coordination</p> <ul style="list-style-type: none"> • Support the creation and implementation of sustainable department initiatives that focus on cultivating interfaith and intercultural education, spiritual wellbeing, leadership development, and social justice issues specific to religious, spiritual, and secular identities, traditions, and worldviews, with oversight from Associate Dean/Director. • Design and coordinate programs inclusive of regular weekly, monthly, and annual OSMM programs and large-scale campus wide programs. Examples include interfaith and identity-based workshops, weekly spiritual care groups, opportunities for interfaith engagement and dialogue, signature programs, and annual orientation and welcome events. • Collaborate on shared programming with partners in areas such as Cornell United Religious Work (CURW), Cornell Health, Counseling and Psychological Services, Einhorn Center for Community Engagement, Housing and Residential Life, and various diversity-related offices and departments across campus, including other units within the D & I Portfolio. • Foster relationships between OSMM, CURW groups and affiliates, and alumni. Assist the Associate Dean and Director as needed in coordinating fundraising initiatives for the center and student support initiatives. • Support assessment efforts of programs and recommend changes based on assessment results. 	30%
<p>Student Supervision</p> <ul style="list-style-type: none"> • Hire, supervise, and evaluate student interfaith interns and student communications interns on various projects throughout the semester. • Train student interns to facilitate interfaith discussions and programs that bring students together from diverse religious, spiritual, and secular traditions and worldviews for friendship, respectful dialogue, and mutual learning. • Work with student interns to support diverse and intersectional approaches to spiritual wellbeing and meaning-making that support both religious and nonreligious students. 	25%
<p>Student/Student Group Advising</p> <ul style="list-style-type: none"> • Build and maintain support mechanisms and resources that support spiritual wellbeing and meaning-making of religious and nonreligious students and communities. • Stay abreast of campus/community/national issues and provide professional support to students in a proactive and evolving manner. • Advise Interfaith Council, the umbrella student organization for over 30 religious, spiritual, and secular student clubs. Advising duties include logistical support, budgetary and fiscal monitoring (\$100,000+), weekly meetings, and program attendance. • Provide direct service to students through advocacy, mentoring, and leadership development, and assist the Associate Dean and Director as needed in supporting religious, spiritual, and secular student clubs, with particular attention to underrepresented religious, spiritual, and secular traditions and worldviews. • Along with other advocacy related units and student support structures, monitor the broader community for intentional collaborative and joint initiatives related to interfaith programs/events for the Cornell community. • Facilitate identity-based discussion groups that support spiritual wellbeing and meaning-making. • When appropriate, offer advising and guidance, and refers students to other offices as needed. May serve as university confidential resource to students. 	25%

<p>Education and Outreach</p> <ul style="list-style-type: none"> • Coordinate and deliver religious/spiritual/worldview identity-based training and workshops for student leaders, staff, and faculty who have an impact on the campus climate for students; assist with other presentations and workshops offered by the D & I portfolio • Coordinate educational outreach efforts to student groups, residence halls, religious/spiritual centers, athletics, and sororities/fraternities, as well as other key constituencies as requested. • Work closely with Associate Dean and Director to facilitate relationships with internal and external units that promote diversity efforts. Develop collaborations with internal and external partners by establishing relationships that support the recruitment, retention, and graduation of students from underrepresented religious, spiritual, and secular traditions and worldviews. 	10%
<p>Marketing and Promotion</p> <ul style="list-style-type: none"> • Coordinate and prepare marketing and media publications, including social media, print, web/email, and distribution. • Write and compile a weekly e-newsletter and schedule of events. 	5%
<p>Other Duties as Assigned</p> <ul style="list-style-type: none"> • This description incorporates the most typical duties performed. It is recognized that other related duties not specifically mentioned may also be performed. The inclusion of these duties would not alter the overall evaluation of this position. • Attend divisional or departmental meetings, retreats, events, and other duties as assigned. 	5%

TOTAL 100%

ADDITIONAL COMMENTS: USE EXTRA PAGES IF NECESSARY.

FOR EACH FACTOR BELOW, CHECK THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION
Please double-click the appropriate box and then choose the option "Checked".

MINIMUM EDUCATION EQUIVALENCY:

- High School Diploma
- Training 6 months to 1 year, technical trade-no degree
- Associate's Degree
- Bachelor's Degree
- Training beyond Bachelor's, less than Master's Degree
- Master's Degree
- PhD/EdD/JD/ or LLB
- MD/DVM

MINIMUM JOB-RELATED EXPERIENCE:

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 to 5 years
- 5 to 7 years
- 7 but less than 10 years
- More than 10 years

ACCOUNTABILITY THROUGH SCOPE OF IMPACT:

- Limited; immediate group/department
- Moderate; beyond the department
- Substantial; beyond college/admin unit
- Significant; beyond university

INTERACTION WITHIN UNIVERSITY:

- Receive/provide information
- Assist others; provide/obtain cooperation
- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; considerable diversity, highly sensitive and/or confidential

INTERACTION WITH STUDENTS:

- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues or provide instruction on more complex equipment

INTERACTION OUTSIDE UNIVERSITY:

- Limited
- Conduct straightforward business; provide information
- Conduct complex business; provide/receive/analyze/develop guidance and advice
- Develop/make presentations and negotiate

DIRECTING OTHERS:

- No responsibility for others
- Occasional guidance to co-workers
- Supervises others who perform similar work
- Supervises, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

COMPLEXITY OF WORK / DECISION-MAKING:

- Predominantly follows established procedures, practice, policy; makes routine decisions within prescribed limits
- Occasionally adapts procedures to resolve unusual cases; make some decisions requiring consideration of criteria
- Frequently adapts procedures to resolve questionable cases; often makes decisions requiring consideration of criteria
- Occasionally develops practice, suggests policy changes to resolve difficult cases
- Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and address emerging organizational change
- Regularly develops policy to address organizational change; regularly makes policy-setting decisions

SCOPE OF DECISION-MAKING ACTIVITY:

- Functional area within department or minimal student/employee effect
 - Multiple functional areas with limited student/employee effect
 - Entire department or moderate student/employee effect
 - Several departments or significant student/employee effect
- DIRECTION RECEIVED:**
- Detailed instructions or guided by standard policy/procedure
 - General Supervision
 - Very general direction
 - Little guidance; considerable latitude for exercising judgment and self-direction

SUPPORT SKILLS-WRITING

- Limited writing required
- Usually issues standard responses
- Frequently writes non-standard responses
- Frequently writes extensive, non-standard responses based on specialized knowledge, interpretation of data and/or research

SUPPORT SKILLS-COMPUTER

- Limited use of computers; uses basic communication and time-collection tools
- Uses basic business/technical programs/applications to perform responsibilities
- Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis
- Uses a wide-variety of advanced and complex business/technical programs/applications to manage data, systems, and information technology infrastructure; applies programming skills
- Applies advanced programming skills for wide-variety of advanced and complex business/technical programs/applications to refine/develop systems, information technology and data infrastructures.

WORKING CONDITIONS

ESSENTIAL PHYSICAL REQUIREMENTS*

- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

VISUAL

- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

HAZARDS

- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

* Check applicable level after considering reasonable accommodations.

Revised 12/2022