Job Title: Senior Coordinator, Intercultural Relations

Job Code: 09JU01  Effective Date: July 1, 2009
Pay Grade: G18  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Works collaboratively within the division of Student Affairs and the broader University community to coordinate the development, implementation, and assessment of initiatives deliberately designed to facilitate and increase student intercultural interaction and learning.

Examples of Duties
- Coordinates, supports, and co-sponsors programs and activities designed to increase student, faculty, and staff intercultural interaction and learning.
- Works on initiatives, such as intergroup dialogues, workshops, seminars, community service efforts, and programs or events that help students discover similarities, strengthen relationships, build coalitions, enhance education, unity, and understanding among diverse University populations.
- Works collaboratively with students, faculty and staff to foster a campus wide environment which encourages active student participation and interaction.
- Develops formal and information relationships with students, faculty, and staff from a variety of student organizations and University departments.
- Implements and evaluates a variety of co-curricular and curricular opportunities designed to engage students in intercultural interaction and learning.
- Provides direct and functional supervision to professional staff, support staff, graduate assistants, and student employees.
- Advises various student organizations, and assists in the planning, promotion, coordination, production, and evaluation of their activities.
- Develops, and periodically updates an ongoing functional mission and strategic plan.
- Creates and maintains an ongoing assessment plan to measure student learning outcomes and ensures the effectiveness and relevance of program efforts.
- Collects, analyzes, and reports information to be used for reports or briefings.
- Prepares, manages, and monitors annual budgets.
- Serves on appropriate University committees.
- Assists in special projects or other assignments as requested.

Knowledge, Skills and Abilities
- Knowledge of research and business representation.
- Skilled at socializing, marketing, convincing, and relating to the public.
- Ability to calculate, budget, and project fiscal balances.
- Ability to lead, oversee, and supervise the activities of others.
- Ability to work effectively with a wide range of constituencies in a diverse community.

Minimum GSU Hiring Standards
Master’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.