THE UNIVERSITY OFFICE FOR DIVERSITY & INCLUSION
The University Office for Diversity and Inclusion (D&I) at the University of North Carolina at Chapel Hill is an administrative unit in the Division of Workforce, Strategy, Equity and Engagement. D&I is led by the Associate Vice Chancellor and Chief Diversity Officer for the University and advises senior leadership on diversity policies and issues.

INCLUSIVE STUDENT EXCELLENCE (ISE)
Inclusive Student Excellence (ISE) is a subset of D&I that works to enhance the overall academic experience for students from underrepresented populations. As the first face that many students see prior to enrolling at UNC, ISE is well-positioned to support students through a continuum of success by offering exposure to high impact educational opportunities and the chance to participate in experiential learning exercises. From designing D&I-specific internships to facilitating research opportunities, ISE is influential in shaping the overall Carolina experience.

JOB DESCRIPTION
The Learning & Assessment Graduate Coordinator is an important member of the D&I team, and is a major contributor to all events related to Inclusive Student Excellence. The Learning & Assessment Graduate Coordinator will be instrumental in developing a comprehensive assessment plan that will help to measure, support and improve ISE’s program goals. Additionally, the Learning & Assessment Graduate Coordinator will assist the Director in the development and facilitation of experiential learning and academic enrichment opportunities. This position will support a culture of continuous improvement by analyzing and evaluating all ISE summer enrichment programs in addition to assisting with the development and implementation of all of ISE’s recruitment programs and summer enrichment experiences.

QUALIFICATIONS AND REQUIREMENTS
• An undergraduate degree and enrolled in a masters, professional or doctoral degree program and in good academic standing at his/her institution.
• Valid state driver’s licenses.
• Experience organizing and managing multiple tasks with changing deadlines and priorities.
• Possesses the ability to work autonomously as well as part of a team, and maintains a positive attitude.
• Ability to work with students representing a wide variety of backgrounds and interest.
• Understands concepts of diversity and inclusion and how they impact the campus community.
• Must be well versed in basic student development theories and practices as well as assessment methods.
• Working knowledge of the literature on learner-centered assessment and evaluation, general education, rubrics as an assessment tool, and high impact educational practices.
• Ability to develop and implement a comprehensive assessment plan for ISE’s summer enrichment programs.
• Demonstrated skill in exceptional communication with on campus constituencies (e.g., staff, faculty, students, managers, etc.).

RESPONSIBILITIES
Learning Outcomes & Assessment
• Assist Director in designing and assessing learning and program outcomes that measure student learning and the impact of ISE programs.
• Assist director in designing and implementing quantitative and qualitative program assessments.
• Create reports and research briefs, and make presentations using data visualization techniques to evidence student impact, recognize best practices, and support improvement efforts.
• Examine learning outcomes and core competencies for student staff.
Program Development & Implementation

- Assist in the implementation and coordination of ISE’s summer enrichment experiences, Project Uplift, North Carolina Renaissance (NCR), and Uplift PLUS.
- Create and administer a positive, inclusive, and constructive living-learning experience for participants.
- Design and facilitate interdisciplinary, experiential learning sessions for Project Uplift, NCR, and Uplift PLUS participants and monitor and observe class visits and information sessions.

Supervision & Management:

- Live on site and provide direct oversight to Project Uplift, NCR, and Uplift PLUS para-professional staff and participants, including overnight supervision.
- Responsible for the general well-being of all participants and will be responsible for enforcing all rules, regulations and expectations.
- Supervise para-professional student administrative staff members and counselors and ensure compliance with all policies and procedures.
- Provide leadership during crises in the residence hall and in the greater campus community and provide student staff with thorough risk management and emergency response training.
- Appropriately address any conduct or behavioral issues with para-professional staff and participants and serve as mediator/facilitator when necessary to provide resolution for interpersonal conflicts.
- Assist with day-to-day office functions and other duties as assigned.

TERMS OF EMPLOYMENT

- The contractual period runs from March 1, 2018 – July 31, 2018.
- From March 1, 2018 – May 1, 2018 Graduate Coordinator will be working 15-20 hours per week with the opportunity to work remotely. From May 1, 2018 – July 31, 2018 the Graduate Coordinator will be working full-time and must be on site during all programs. Graduate Coordinators must be willing to commit a significant portion of time to their position.
- Compensation will be at the rate of $5,400/5-month contract.
- This position is subject to a pre-employment background check.

TO APPLY

Please submit a resume/CV, cover letter and list of three (3) references to:

AC Locklear, JD
University Office for Diversity & Inclusion
SASB North, Suite 1125
450 Ridge Rd., CB #9128
Chapel Hill, NC 27599

Applications will only be accepted via email at aclocklear@unc.edu. Priority Deadline is January 8, 2018. This position will remain open until filled.
PROGRAM DESCRIPTIONS

Project Uplift:
The University Office for Diversity and Inclusion, in conjunction with the Office of Undergraduate Admissions, sponsors Project Uplift annually to enhance the diversity of Carolina’s undergraduate population. High achieving African American, Native American, Latino/Hispanic, Asian American, low income, rural and other rising seniors from historically under-served populations are invited to spend two days on campus to experience the academic rigor and social climate of UNC. This early recruitment program provides prospective students with insight into the UNC-Chapel Hill undergraduate experience. The dates for Project Uplift 2018 are May 24-26, May 31 - June 2, June 7-9, June 14-16 and has approximately 250-300 participants each session.

Uplift PLUS:
Uplift PLUS (UP) is a five-week program that takes place during Carolina’s Summer Session II. High achieving Project Uplift participants are selected based off their outstanding Project Uplift applications. During the program, participants live on campus, attend SAT/ACT coaching sessions, and take English 100 – a 3 credit hour course. To further expand participants’ knowledge of different academic and career fields, Uplift PLUS participants gain exposure to units across the campus community. In addition to serving as daily program advisors, UP staff members serve as tutors and program facilitators. Participants also have an opportunity to engage with important campus resources throughout the summer. Uplift PLUS will run from June 24 – July 27, 2018 and has approximately 35 participants.

North Carolina Renaissance:
The North Carolina Renaissance (NCR) program invites rising juniors from rural communities for an educational four-day enrichment program. The objective of the program is to inspire high-achieving scholars to pursue their educational aspirations while developing unique leadership skills. The program will run July 18-21, 2018 and has approximately 40-45 participants.