#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Coordinator, EDI Education & Support Initiatives

**Job Number:** X-450 | VIP: 1926

**Band:** EXEMPT-5

**Department:** Centre for Human Rights, Equity & Accessibility

Office of Student Affairs

**Supervisor Title:** Director, Equity, Diversity & Inclusion

**Last Reviewed:** September 19, 2023

#### **Job Purpose:**

Trent University is committed to creating opportunities for all community members to develop and flourish as individuals and global citizens (Trent’s Vision Statement, 2010). Through this role, our goals are for equity-deserving campus community members to feel included, inspired, safe, supported and celebrated.

Reporting to the Director, Equity, Diversity & Inclusion (EDI), the Coordinator, EDI Education & Support Initiatives will coordinate efforts to develop and deliver EDI training to the Trent community and facilitate EDI support initiatives for equity-deserving students and staff. The Coordinator will consult and collaborate with a wide range of campus and community stakeholders to produce both short-term and long-term direction and initiatives to support EDI.

The Coordinator, EDI Education & Support Initiatives develops, implements, and oversees a series of initiatives designed to enhance resources that foster an inclusive and barrier-free campus community. Using a learning outcomes approach, the Coordinator develops and presents train-the-trainer programs, educational events, including workshops and presentations, for staff and faculty on a wide range of EDI topics. The Coordinator develops educational materials related to supporting EDI to be used institution-wide, including print and web-based materials, and works to ensure that information about building inclusive environments is available to faculty, staff and students.

The Coordinator will also advise and serve as a mentor to appropriate student and staff organizations/programs that support marginalized students and staff (e.g., Black Student Support and Affinity Groups) and assist faculties and departments to establish internal EDI committees.

This position is based on the Peterborough campus with ongoing support for the Durham Campus – occasional travel to the Durham campus will be required.

#### Key Activities:

##### Education & Training

* Develops workshops and training materials to enhance the capacity of Trent University faculty, staff and students in the areas of equity, diversity and inclusion as a way to bolster student supports.
* Evaluates and gathers feedback regarding training to make enhancements and appropriate modifications.

##### Student and Staff Support & Mentorship

* Liaises with, advises, enhances the capacity of, and builds partnerships with student leaders, groups and clubs focused on EDI Initiatives (e.g., Black Student Support, Out on Campus, Accessibility Subcommittee, Affinity Groups).
* Works collaboratively with colleagues to support research, planning and implementation of EDI promotional initiatives.
* Develops and implements strategies that focus on prevention/early intervention/self-efficacy.
* Provides support and opportunities for students, staff and departments to actualize their ideas relating to promoting EDI within the University (e.g., materials, stakeholder connections, funding).

##### Promoting EDI

* Provides sustainable systematic solutions and leadership on the removal of systemic barriers faced by equity-deserving students and staff.
* Participates in and/or provides resources for University and departmental committees focused on EDI.
* Liaises with staff and faculty to promote, support, and coordinate student-related EDI initiatives.
* Assesses EDI needs on campus and supports the development of learning outcomes for projects and departmental goals.
* Works collaboratively with colleagues to support research, planning and implementation of inclusive and barrier-free practices.
* Develops and implements strategies to foster an inclusive community.
* Develops or maintains partnerships and liaises with external community agencies (e.g., Kawartha World Issues Centre, New Canadians Centre – Peterborough, Durham Community Health Centre).
* Utilizes social media and online platforms to promote EDI at Trent.

#### Education Required:

* Bachelor's Degree (4 year) in Psychology, Education, Counselling, Social Work, or other relevant area of study.
* Master’s Degree in Education considered an asset.
* EDI training as evidenced by EDI certification considered an asset.

#### Experience/Qualifications Required:

* Minimum of three (3) years’ experience or the equivalent combination of education and experience.
* Experience working in higher education. Experience working with graduate students an asset.
* Knowledge of, and lived experience, related to the needs of equity-deserving students.
* Experience developing sustainable partnerships.
* Experience working with diverse stakeholders to support the needs of equity-deserving populations.
* Experience developing and presenting effective and engaging training, workshops and informational sessions.
* Ability to communicate effectively verbally and in writing.
* Ability to work effectively independently and in a team environment.
* Extensive experience in educating on issues related to anti-oppression.
* Experience in helping people in crisis states and the ability to apply this knowledge when supporting students.
* Demonstrated awareness, understanding, and experience with culturally safe and responsive services infused with trauma-informed and anti-oppressive practices.
* Extensive knowledge of, and ability to collaborate and liaison with, equity-deserving students and related campus organizations.
* Experience with/lived experience of oppression (e.g., racism, homophobia, transphobia, ableism).
* Strong knowledge of both individual differences and equity issues.
* Familiarity with cultural and spiritual issues and values of the student population.
* Strong multicultural competencies, and an awareness of adjustment and identity issues in student life.
* Experience supervising or advising students.
* Familiarity with adult education and trauma-informed training is an asset.

#### Accessibility, Equity, Diversity And Inclusion [Aedi] Statement

Trent University aims to provide a safe, accessible, equitable, inclusive campus for everyone. It seeks to address barriers and promote the inclusion of equity deserving groups and encourages applications from Indigenous Peoples, Black and racialized persons, women, persons who are differently abled, and people of diverse sexual and gender identities. We value the lived experience of our candidates. We strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.