



LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
invites applications for the position of:

Equity, Diversity & Inclusion Coordinator

SALARY: \$4,959.00 Monthly

OPENING DATE: 06/03/21

CLOSING DATE: 06/03/21 11:59 PM

SUMMARY OF RESPONSIBILITIES:

Lake Washington Institute of Technology (LWTech), located 15 miles northeast of Seattle, is the only public institute of technology in Washington state and has provided high quality education since 1949. We offer 10 applied bachelor's degrees, 40 associate degrees and 80 professional certificates in 41 areas of study, including STEM-focused programs in Science, Technology, Engineering and Math. LWTech is located within the city of Kirkland, which is home to companies such as GoDaddy, Google, Astronics and EvergreenHealth, and the college is within minutes from Microsoft and Nintendo. LWTech was recognized by the Aspen Institute as one of the top 150 two year colleges in the nation in 2018 and is proud to be a Military Friendly School.

LWTech is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its staff and faculty. We serve a student population of 6,500 that come from a variety of backgrounds. We strongly value diversity and are working to improve access and successful educational outcomes for all students. We are actively seeking applicants that will help to balance our employee workforce to align with our students and community. Questions regarding the College's commitment to diversity and our campus culture may be directed to Human Resources. Equity, Diversity, Inclusion Council

The EDI Coordinator of the equity and diversity office is responsible for the development and management of the equity and diversity office and associated campus activities. Working with staff and faculty teams and collaborating across divisions on campus. This position will coordinate EDI opportunities for various populations, using diversity, equity, and social justice lenses. This is an exempt, contract administration position that works under general supervision and reports to the Executive Director of EDI.

ESSENTIAL FUNCTIONS:

- Create a supportive, inclusive, highly communicative, collaborative space where staff and faculty can engage in equity, diversity, and inclusion related conversations and activities.
- Assist the college in creating a campus climate that is inclusive and welcoming to all students' staff and faculty.
- Manage planning and facilitation of equity centered activities and opportunities which achieves understanding of equity and diversity, increases awareness of the campus' diverse groups, raises consciousness of identity, and promotes diversity and inclusion.
- Contribute to visioning and strategic planning around institutionalizing equity, inclusion, and diversity at Lake Washington Institute of Technology, including being a member of the Equity, Diversity, and Inclusion Committee.
- Collaborate with EDI Coordinator of Student Services, HR, Instruction, campus services and programs that contribute to the growth, success and dismantling of systemic racism.
- Provide professional mentoring and advocacy support to assist staff and faculty in

- overcoming barriers or obstacles to involvement and retention, persistence, and completion.
- Oversee the operations of equity and diversity office; including answering phones, responding to emails, greeting office visitors, and responding to campus inquiries.
- In collaboration with the Director of EDI develop materials, design activities and facilitate leadership trainings to support the growth and development of staff and faculty.
- Be lead staff to facilitate and advise staff and faculty participation in national and local conferences related to equity, diversity, and inclusion, when appropriate and affordable.
- Assist with budget development and provide budget updates as requested.
- Maintain collaborative, campus relationships to support strategies that enhance cultural competencies and promote diversity on campus.
- Prepare reports for internal and external sources.
- Represent LWTech on state level committees and councils.
- Other duties as assigned.

QUALIFICATIONS:

- Sufficient combination of education, professional background, and lived experience to:
 - Recognize barriers that interfere with staff retention and growth and work to dismantle those barriers.
 - Work in a team-oriented environment to achieve goals.
 - Develop, implement, assess, and report out on educational programming with and for diverse audiences.
 - Work collaboratively with faculty, administrators, staff, and students on campus as well as with community agencies or groups.
 - Plan and conduct trainings.
 - Work independently and manage multiple tasks with competing deadlines.
- Excellent communication skills, interpersonal skills, and emotional intelligence; demonstrated ability to easily move through organizational and cultural boundaries.
- A demonstrated understanding of the value a diverse workforce brings to the college and student body.
- Ability to use technology for the successful completion of assignments like: Outlook, Zoom, Microsoft office suite, intranet, databases, etc.
- Due to the diversity of the college population, we encourage applicants who are multilingual.

SUPPLEMENTAL INFORMATION:

Salary is \$4,959 per month. This is a full-time, 40 hours per week position. Typically, work hours are Monday-Friday from 7:30 am to 4:30 pm. Occasional early morning, evening and weekend hours may be required. Medical, dental and insurance benefits are provided as currently administered under Public Employees Benefits Board; State Retirement Plan; vacation accrues at 2 days per month and sick leave accrues at 1 day effective upon employment.

Required Online Application Materials:

Online application

Current resume

Cover letter

Responses to the supplemental questions included in the online application process

Conditions of Employment:

Official transcripts/certifications will be required upon employment

Job offers are contingent upon successful completion of background/reference checks

Physical/Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility: ability to sit, walk or stand for extended periods of time

Dexterity: fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes and/or prepare materials or equipment

Lifting: frequently lift, carry, push, pull, or otherwise move objects up to 20 pounds

Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person

Emotional/Psychological Factors: ability to make decisions and concentrate, frequent contact with co-workers, as well as the public

Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently

Environmental/Work Conditions:

Frequent use of office equipment

Exposure to weather; corridors between building are located outdoors

Eligibility Verification:

If you are hired, you will need proof of identity, and documentation of U.S. citizenship or legal authorization to work

Affirmative Action Statement

Lake Washington Institute of Technology is an equal opportunity employer. Women and minority groups are strongly encouraged to apply. Lake Washington Institute of Technology does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. Questions regarding the College's Affirmative Action Policy may be directed to the Meena Park, Executive Director of Human Resources, Affirmative Action Office/Title IX Coordinator, (425) 739-8212.

Jeanne Clery Statement: Notice of Availability of Annual Security and Fire Safety Report: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Lake Washington Institute of Technology(LWTech) reports the mandated information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. LWTech's Annual Safety Report (ASR) is available online at www.lwtech.edu/about/campus-safety/.

To obtain a paper copy of the report, please visit the LWTech Safety Department located in the East Building at 11605 132nd Avenue NE Kirkland, WA 98034.

Pursuant to RCW 28B.112.080, applicants must declare whether they are the subject of any substantiated findings of sexual misconduct in any current or former employment or is currently being investigated for, or have left a position during an investigation into, a violation of any sexual misconduct policy at the applicant's current or past employers. By law, post-secondary education institutions cannot hire an applicant who does not complete this form.

CORRECTIONS OR EXTENDED NOTICES

You must submit an online application, including resume and letter, at <http://www.lwtech.edu>. We do not accept hardcopy, faxed, or emailed application materials.

Position #21E39
EQUITY, DIVERSITY & INCLUSION COORDINATOR
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All application materials become the property of Lake Washington Institute of Technology.

OUR OFFICE IS LOCATED AT:
11605 132nd Ave NE
Kirkland, WA 98034
425-739-8212
hr@lwtech.edu

Accommodation: Persons with disabilities who need special accommodations for the application process should contact the Executive Director of Human Resources (425) 739-8212 or (425) 739-8122 TDD.

Interview Process: Applicants whose backgrounds best match the position's essential functions and qualifications are generally contacted for interview by phone or email 2 to 4 weeks after the position closes.

Equal Opportunity: Lake Washington Institute of Technology is an affirmative action/equal opportunity employer committed to providing equal opportunity and nondiscrimination to employment applicants and employees without regard to race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, the presence of any sensory, mental, or physical disability, or whether a disabled veteran or Vietnam era veteran. Questions can be directed to the Executive Director of Human Resources/Title IX Coordinator at (425) 739-8212.

Immigration Reform and Control Act requirement: All new employees are required by law to submit documentation proving eligibility to work in the United State by completing an Employment Eligibility Form (I-9) within three days of employment.

Equity, Diversity & Inclusion Coordinator Supplemental Questionnaire

- * 1. Lake Washington values diversity and welcomes students from all backgrounds and levels of educational attainment. In 500 words or less, please describe how you would help LWTech enhance its commitment to diversity.

- * 2. Are you able to perform the essential functions of this position, with or without accommodation?
 Yes No

- * 3. Acknowledgement of required application materials.
An LWTech application packet must contain a **complete application (including education & employment history), resume, and cover letter**. Please ensure your application is complete and that you attach your resume and letter before moving forward with this submission.
 I acknowledge that if my application packet - including a complete application, resume, and cover letter - is incomplete, LWTech will not consider me for this position.
- * Required Question