

Center for Diversity, Equity and Inclusion

Coordinator for Center Experience

The Coordinator for Center Experience is responsible for working alongside the Director to ensure the functionality of the Center for Diversity, Equity and Inclusion. This includes assisting students navigate the resources offered within the Center. The Coordinator is responsible for assisting with scheduling staff and reservations of the Center. This position also serves as an Office Assistant.

Manager of Social Media and Marketing

The Manager of Social Media and Marketing is responsible for working alongside the Director to ensure marketing, communication, and publication for the Center is appropriate, timely, and creative. The Manager has secondary responsibility of ensuring the safety and respect of the Center's online presence pertaining to social media. The Manager may work with the University's (or College's) Office of Marketing and Communication department regarding website management. This position also serves as an Office Assistant.

Coordinator for Events and Strategy (Tier I)

The Coordinator for Events and Strategy is responsible for working alongside the Director to develop, coordinate and implement events centering diversity, equity, inclusion, antiracism plus. Through strategic planning methods, the Coordinator will serve as the secondary (and sometimes primary) authority of events. The tier one coordinator will engage more heavily in event development. This position also serves as an Office Assistant.

Coordinator for Events and Strategy (Tier II)

The Coordinator for Events and Strategy is responsible for working alongside the Director to develop, coordinate and implement events centering diversity, equity, inclusion, antiracism plus. Through strategic planning methods, the Coordinator will serve as the secondary (and sometimes primary) authority of events. The tier two coordinator will engage more heavily in the event implementation. This position also serves as an Office Assistant.

Investigation Office

Office and Special Projects Advocate

The Office and Special Projects Advocate (OSPA) is responsible for working alongside the Director to ensure proficient and efficient service is provide to all stakeholders. The OSPA will work closely with the Director to coordinate and implement events for faculty, staff, students, and community members, at times. The OSPA will assist the Director with coordinating primary office functions such as reservation management, reception of stakeholders, and organization of important documentation. This position may have the opportunity to serve both Bemidji State University and Northwest Technical College.

Affirmative Action Office

Office and Special Projects Advocate

The Office and Special Projects Advocate (OSPA) is responsible for working alongside the Director to ensure proficient and efficient service is provide to all stakeholders. The OSPA will work closely with the Director to coordinate and implement events for faculty, staff, students, and community members, at times. The OSPA will assist the Director with coordinating primary office functions such as reservation management, reception of stakeholders, and organization of important documentation. This position may have the opportunity to serve both Bemidji State University and Northwest Technical College.

Office of Diversity, Equity and Inclusion

Office and Special Projects Advocate

The Office and Special Projects Advocate (OSPA) is responsible for working alongside the Campus Diversity Officer (CDO) to ensure proficient and efficient service is provide to all stakeholders for both Bemidji State University and Northwest Technical College. The OSPA will work closely with the CDO to coordinate and implement services for faculty, staff, students, and community members. The OSPA will assist the Senior Administrative Specialist with coordinating primary office functions such as reservation management, reception of stakeholders, and organization of important documentation.