



Research and Diversity, Equity, and Inclusion (DEI) Coordinator

Office of Research and Office of DEI | College of Medicine, California Northstate University

Title:	Research and DEI Coordinator
Classification:	Full-time, Non-Exempt
Supervisor:	Assistant Dean of Research and Assistant Dean of DEI
Education:	Bachelor's Degree
Salary:	\$28-33 / hour
Location:	Elk Grove Campus 9700 W Taron Dr, Elk Grove, CA 95757

JOB SUMMARY

Joint reporting to the Assistant Dean of Research and the Assistant Dean of DEI, the Research and DEI Coordinator serves as the primary administrative contact for both respective offices. Pertinent administrative work includes but is not limited to committee support, event facilitation, data collection, purchase orders, reimbursements, outreach, and communications on behalf of the offices to the college community. The incumbent will regularly collaborate with other departments, committee leaders, and student leadership to develop programming consistent with the needs and input of stakeholders.

The Research and DEI Coordinator will also be responsible for developing and maintaining a high-level understanding of relevant regulatory and basic compliance aspects for appropriate application in documentation, data collection, and program development. Scope also includes supporting senior leadership with resolving issues of compliance and inefficiency, uncovering root causes, codifying workplace parameters, and developing scalable solutions. The role offers opportunities to share input and recommendations for systems improvement and programmatic changes.

RESPONSIBILITIES

- Maintain historical records for the Office of Research and the Office of DEI. Types of documentation may include grants, scholarships, policies, student data, event programming, meeting minutes, and documentation of compliance.
- Create and maintain documented tracking systems for up-to-date relevant data in a standardized format for subsequent analysis by senior leadership and the Office of Assessment.
- Track and document the operational progression of initiatives and programs to inform leadership on the status of different tasks and objectives.
- Serves as the primary administrative support and administrative point of contact for both the Office of Research and Office of DEI. Examples include responding to inquiries from the college community, escalating and redirecting requests to the appropriate department, scheduling meetings, drafting meeting minutes, and completing forms such as purchase orders and reimbursements.
- Develop a high-level understanding of relevant regulatory and basic compliance aspects for appropriate application in documentation, data collection, and program development.
- Provides professional communication drafts for assistant deans which inform the COM community on updates from the Office of Research and Office of DEI. Examples include flyers, event invitations, newsletter contributions, promotional material, and other office updates to the COM community.



- Ensures webpages and media specific to the offices are up-to-date.
- Participates in exam proctoring and student event support as needed.

OFFICE OF RESEARCH

- Provide administrative support for the Faculty Research Committee, Student Research Committee, and relevant sub-committees.
- Facilitate event programming for monthly research seminars and for an annual university-wide Research Day event.
- Support the development of new programming for student and faculty scholarly engagement.
- Track and manage data for faculty and students such as scholarly output, grants, and scholarships. Produce annual data summaries on scholarly output of the COM community by calendar year and by individual students and faculty.
- Receive and track annual intramural grant applications and supporting documentation. Provide awardees with status updates and maintain a longitudinal record of funded projects.
- Facilitate the annual collection of all M4 student scholarly achievements for student rank groupings and credits points based upon a pre-determined weighting system.
- Work with students and the Business Office to complete research conference reimbursements.
- Provides reoccurring data and informational updates for Board of Trustee Presentations and newsletters for the college community.

OFFICE OF DEI

- Provide administrative support for the COM DEI committee, University DEI Committee, and relevant sub-committees.
- Facilitates event programming for outreach initiatives, diversity holidays, and the annual Diversity in Medicine Outreach Camp.
- Develops and maintains a calendar for diversity specific holidays. Distributes promotional materials and messages for diversity holidays to the college community.
- Drafts educational material on diversity specific topics for students, staff, and faculty.
- Track and manage data for diversity scholarships, pathway programming (pipeline), event participation, staff/faculty diversity recruitment/retention, and student diversity admissions/retention.
- Support the development of initiatives that address issues of equity for historically disadvantaged or underrepresented groups in medicine.

KNOWLEDGE AND SKILLS (REQUIRED)

- Strong conceptual, analytical, and interpersonal abilities are necessary, along with the capacity to solve complex problems by developing actionable recommendations.
- Engage others in a positive and supportive manner. Navigates interdepartmental issues with social grace, utilizing diplomacy, tact, respect, and compassion.



- Possesses the technical writing skill to produce document drafts and develop recommendations for revisions.
- Sensitive to highly confidential information to maintain strict confidentiality in the setting of senior leadership offices.
- Able to coalesce and assimilate data into standardized formats for subject matter expert review with Microsoft Excel.
- Excellent organizational skills to the effect of working under frequent interruptions; independently establishes priorities, anticipating job requirements, and organizing workflow to achieve timely progress on multiple coinciding projects.

EDUCATION AND EXPERIENCE (REQUIRED)

- Strong proficiency with Microsoft Office Suite.
- Bachelor's Degree and 2 years of relevant experience such as working as an administrative assistant or coordinator in an institution of higher education.

PREFERRED QUALIFICATIONS

- Experience working in a setting of medical education at UME or GME level.
- Experience working in an office or directly supporting executive and senior leadership.
- Experience collaborating and supporting students in a setting of higher education.
- Current knowledge of administrative best practices specific to diversity and higher education.
- Current knowledge and exposure to the culture and nomenclature of work involving diversity, equity, inclusion, accessibility, and belonging at an institution of higher education.
- Knowledge and/or experience with research and scholarly development in a setting of higher education.

Interested applicants may follow the below link to our Indeed employer page or apply on the university website. CNU Jobs on [Indeed](#). CNU Jobs on [website](#).

Equal Opportunity Employer Statement

California Northstate University is an equal opportunity employer (EEO) to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.