



**Central Office
Job Description
Mosaic Fellowship Coordinator (MFC)**

Salary Level:
CCP 15 (subject to Willis)

Date Approved/Revised:
10/22/24

Position Purpose

Under the direction of the Campus Climate Director or other Administrator, the Mosaic Fellowship Coordinator works to implement the vision of the Mosaic fellowship program by helping to create an inclusive and diverse community within CT State Community College (CT State), where individuals of all backgrounds and identities thrive, collaborate, and contribute to a vibrant and enriching learning environment through attracting, retaining, and empowering professionals of color by providing mentorship opportunities and fostering professional development to ensure a greater pool of qualified candidates for current and future positions within CT State. This is done in support of the CT State Affirmative Action plan by providing a pathway for early career professionals from underserved and underrepresented communities and to support their growth and success within the community college system by involving them in CT State's diversity, equity, and inclusion (DEI) efforts. The MFC assists with the development, implementation and evaluation of the Mosaic Fellowship Program.

Supervisory and Other Relationships

This position will be supervised by the Campus Climate Director or other administrator. This position will primarily interact with staff and faculty fellows, the fellowship advisory committee, fellowship mentors, and the professional development unit (CT State Provost Office).

Examples of Duties

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistently with the general scope of the position. This position will work closely with DEI Offices' Data Manager in order to collect and maintain data and evaluation results necessary to validate the efficacy of the program.

- *Program development, coordination, and evaluation:* works with local stakeholders and other fellows to develop, implement, coordinate, and evaluate the Mosaic Fellowship Program.
- *Recruitment and support:* coordinates recruitment and onboarding of fellows, mentors, committee members, trainers for the Mosaic Fellowship Project. In addition, the MFC will support MFP fellows throughout their placement.
- *Onboarding, training, professional development:* supports the development, scheduling, coordination, and implementation of DEI and Civil Rights related training and technical assistance.
- *Communications and coordination:* responsible for developing and coordinating internal communications related to the aforementioned areas.

Professional Participation and Development

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

1. Attendance and participation at convocation, commencement and honors ceremonies;
2. Service on assigned committees and task forces;
3. Attendance and participation at, committee, staff, informational and professional meetings.

Qualifications

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Deep experiential, academic, and professional experience working with or on behalf of marginalized and/or disenfranchised communities with a strong focus on efforts that support communities of color and other historically underrepresented groups.
- Evidence of ability to work collaboratively within a team structure.
- The ability to listen, synthesis, and accurately reflect stakeholder input and to synthesize in writing that information into actionable projects or products.
- Experience collecting and monitoring data related to program/product evaluation.
- Ability to work in an inclusive and iterative fashion.

Preferred qualifications:

- CT State recognizes the imperative to effectively serve diverse students, faculty and staff. As such, the ability to communicate additional languages beyond English (e.g., ASL, Spanish, Arabic, Bosnian) is considered a preferred qualification for all student and community facing positions.
- Experience or formal training developing programs or products (e.g. curriculum writing, graphic design, editing, etc.), this includes a basic understanding of research or program evaluation.
- Experience with graphic design, publishing, marketing or other skills related to communication that will support product, program, or curricular development.
- Background in supporting students, faculty, and staff.

These skills and abilities typically are acquired through a combination of education, training and experience which would include an Bachelor's degree in an appropriately related field (e.g., Education, Social Work, Sociology, Program Management, Public Policy, etc.) together with one to four years of experience working with or on behalf of marginalized and/or disenfranchised communities with a strong focus on efforts that support communities of color and other historically underrepresented groups; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Work Environment

Incumbents will perform most of their work with Ct State stake holders at the campus and system levels which may require travel among the CT State Central Office, and different campuses. Thus, the ability to drive and have proficiency with online communication platforms (e, g. MS TEAMS, Webex) is required. Minimal physical effort is required. Incumbents must be able to operate personal computers and related equipment.