# General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Director of Diversity, Inclusion and Sustainability</th>
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</thead>
<tbody>
<tr>
<td>Branch:</td>
<td>Executive</td>
</tr>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-4 $9.55/hr. 20 hrs./week</td>
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<tr>
<td>Position Type:</td>
<td>Part-Time</td>
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<tr>
<td>Direct Supervisor:</td>
<td>SGATG Programs Coordinator</td>
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<tr>
<td>Possible Travel:</td>
<td>Yes</td>
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<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
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<tr>
<td>Working Over Authorized Hours:</td>
<td>Yes with prior written authorization</td>
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## Job Description

The Director of Diversity, Inclusion and Sustainability shall be responsible for reaching out to our diverse student body and identifying their needs and ensuring that our campus environment is as inclusive. They will oversee that the leadership within Student Government is Safe Zone Certified. This director is also responsible for the oversight of the Student Green Energy Fund appointees and ensuring that student initiatives are being fulfilled. This Director is also responsible for advocating for sustainability issues and serving as the liaison between Executive Branch and USF Office of Sustainability.

### Roles and Responsibilities

- Attend all department meetings and any meetings appointed by the Student Body President and Vice President
- Attend all Student Green Energy Fund Council Meetings and report to Student Body President and Vice President
- Establish and maintain collaboration with Office of Multicultural Affairs
- Work with Career Services towards establishing an International Student Career Fair
- Work with NPHC and MGC community to establish a physical representation on campus
- Ensure that Student Government Leaders receive Safe Zone Training
- Establish a connection with the USF Greek Community and identify their concerns
- Work towards revamping the Share-A-Bull Bike program
- Perform any duties necessary execute the initiatives of the Executive Branch

### Qualifications and Education Requirements

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for Undergraduate students and 3.0 GPA for graduate students.
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree-seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Basic understanding of Microsoft Office.
- Must be able to think critically and logically in any given situation.
- Experience working within a Team Dynamic.
- Ability to take initiative in the workplace and create strategic goals.
- Must have strong Organization, and analytical skills
- Experience in a office setting and/or corporate working environment; display business etiquette

### Working Conditions

20 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.

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*This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title.*