

**GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**  
**JOB TITLE: PROGRAM ADMINISTRATOR I –**  
**OFFICE for DIVERSITY, EQUITY & INCLUSION**

**GENERAL STATEMENT OF JOB**

Under limited supervision performs a wide variety of data management, technical assistance, and administrative support duties to support best practices in the Office for Diversity, Equity & Inclusion. Work involves independently using current technology to compile, process, review, analyze and report business, operational and programming needs as a direct support to the Diversity Officer and Director of Equity and Inclusion. Employee will serve as the primary coordinator for the First Generation College Student Ambassador Program in affiliation with district high schools and their designees. Employee also serves as the departmental liaison for HR's onboarding process and district relations key communicator programs. Work also involves independently handling a variety of routine and non-routine office management functions.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

As a member of the Office of Diversity, Equity & Inclusion Team, provides leadership, guidance and direction to the development of department's First Generation College Student's Ambassador Program.

Provides training and assistance to students and school personnel related to coordinating and planning for monthly meetings and assignments related to program goals.

Coordinates all activities of the program and serves as the principal scheduler and communicator between schools all school officials.

Consults with all consultants to ascertain their needs for each presentation and supervises all set-ups as well as serves as the liaison between consultant and schools.

Meets weekly or as needed with the Diversity Officer and Director for Equity & Inclusion to discuss issues relevant to monitoring, growing and expanding the capacity of the program.

Maintains all records of First Generation College Students Ambassador's Program and creates and manages database for all participating schools and students.

Provides data management, technical assistance and administrative support to DEI office staff and support the district's Strategic Plan and to encourage and sustain equitable practices in all school programming.

Utilizes current technology and various spreadsheet, word processing and/or file maintenance programs to prepare department forms, spreadsheets, charts and graphs and to enter, store and/or retrieve information as requested or otherwise necessary; collects and compiles data from varied

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sources and summarizes information; researches and resolves data discrepancies and prepares reports.

Performs business and office functions which includes the preparation of purchase requisitions, staff calendars, departmental scope of work, various program booklets, team materials and PowerPoints as needed to support department presentations. Works with other departments (e.g. finance, purchasing, and payroll) as necessary to maintain accurate accounting for departmental budget responsibilities.

Performs programming functions (e.g. enters professional development course information and participation data into online system, maintains professional development files);

Prepares and maintains the DEI Office’s website which includes an extensive library of information, professional development classes; creates and facilitates updates and changes on a timely basis.

Provides administrative support for DEI office staff (e.g. establishes and maintains an effective record keeping systems for a variety of confidential and routine correspondence, records, and files; maintains and updates various documents, drafts information and materials for various purposes, registers staff for conferences and makes appropriate travel arrangements, reviews mileage reimbursement requests); ensures accuracy of punctuation, capitalization, spelling and grammar of materials prepared by self and other department personnel.

Provides office management support (e.g. screens and routes incoming materials, mail and telephone calls; coordinates the duplication and distribution of department correspondence and resources; prepares and submits copier reports; solicits maintenance and other services); provides a variety of information to the public and employees utilizing knowledge of district and DEI department program and procedures.

Helps plan and facilitate DEI workshop and training sessions.

**ADDITIONAL JOB FUNCTIONS**

Works cooperatively with district staff in various departments.

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor’s degree in education, psychology, sociology, community or justice studies, social work, business administration or a related field, with strong data management and administrative support skills, or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

**SPECIFIC REQUIREMENTS**

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Must possess a valid North Carolina driver's license and be available to work until 6:00 p.m.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, audio-visual equipment, copiers, etc. Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read correspondence, reports, forms, statutes, regulations, procedures, etc. Requires the ability to prepare correspondence, reports, forms, presentations, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems; to collect data, establish facts and draw valid conclusions; to deal with a variety of concrete variables in situations where only limited standardization exists; and to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formula; to add and subtract; to multiply and divide, and to utilize percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and electronic devices.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment, electronic devices, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**KNOWLEDGE, SKILLS AND ABILITIES**

Skill in using computers, peripheral electronic devices, common office machines, and popular computer-driven word processing, electronic mail, spreadsheet, data management, presentation and team collaboration software programs.

Skill in composing accurate, clearly stated and concise correspondence and reports and in using correct grammar, vocabulary, spelling and punctuation.

Skill in providing guidance and technical assistance to program staff.

Skill in oral and written communication and in developing and conducting presentations.

Ability to exercise considerable independent judgment and initiative in planning and directing activities and in applying standards to a variety of work situations.

Ability to learn, interpret and explain policies, regulations and programs.

Ability to organize, effectively process and maintain complete and accurate records, statistics and files and to develop meaningful reports from the information.

Ability to evaluate the effectiveness of existing procedures and to make recommendations for improvement.

Ability to exercise independent judgement, discretion and initiative in completing assignments and in applying standards to a variety of work situations.

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare and process documents such as purchase orders, invoices, and screening assessments.

Ability to read and interpret various financial statements and to reconcile accounts.

Ability to maintain confidential information and to use discretion and good judgement.

Ability to interact and deal with district staff and the public in a professional manner and to respond to questions based on considerable knowledge of the department.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.