



**Bellarmino**  
College Preparatory

## ***Diversity Equity and Inclusion Assistant (Part-Time)***

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

Bellarmino College Preparatory, located in San José, California, invites applications for a part-time Assistant with our Diversity, Equity, and Inclusion (DEI) program. The DEI Assistant is part of a team whose program is designed to develop, implement, and support policies and programs that advance Bellarmine's commitment to equity, access and inclusion for all students and faculty. The Assistant works closely with the Director, Faculty, and Administration to ensure Bellarmine's commitment to Anti-Racism, Social Justice, Diversity, Equity and Inclusion and that these practices are seen and affirmed in all aspects of the school community and culture. This position serves as a resource for faculty with respect to curriculum design and student support. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Essential Responsibilities**

In collaboration with the Administrative Team, DEI Department, Faculty and Staff

- Promote discussion and implementation of inclusive curricular programs; serve as a resource for faculty with respect to curriculum design and student support
- Collaborate and support any ongoing programming for faculty/staff and families in the areas of diversity, identity, equity, and inclusion
- Monitor and support the Strategic Plan for Diversity, Equity, Inclusion and Justice
- Chair the Equity and Inclusion Committee (EIC)
- Assist with the organization of bilingual events for identified families that foster communication and collaboration between the school and parents
- Support the mission and philosophy of the department and school
- Support Bellarmine's co-curricular programs and engage in school life by supporting campus ministry, service, athletics, student leadership, clubs
- Assist with substitution and prefect student events as assigned/requested
- Other duties and/or projects as assigned

### **Additional Responsibilities Shared by Department**

- Support the Director to develop strong relationships with the various Affinity groups/Diversity Council and respond to diversity and equity related issues among the student body as they arise
- Support the Bellarmine's Mother Guild and Dad's Club
- Collaborate with DEI coordinators within the Jesuit provinces as well as other local Catholic and independent school
- Participate and serve on committees

## **Minimum Qualifications/Skills**

- Bachelor's Degree from an accredited college/university; preferably in an area related to diversity, equity, inclusion, social justice, leadership, or organizational effectiveness (e.g., multicultural education, sociology, critical race and/or gender studies, disability studies, American studies, anthropology, public policy, etc.)
- Three (3) years teaching experience; equivalent experience
- Experience leading diversity, equity, inclusion, and access initiatives (volunteer-based or formal) in an educational or non-profit setting
- A pronounced passion for DEI work and demonstrated commitment of high purpose and initiative
- Excellent verbal and written communication skills, including the ability to express oneself clearly, concisely, and successfully interact with internal and external constituents
- Strong organizational skills
- Strong presentation skills
- Ability to work effectively with students and staff at all levels, displaying a positive can-do attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events
- Able and willing to engage in air and/or ground travel as required in connection with the essential responsibilities

## **Preferred Qualifications**

- Master's degree
- Ability to communicate effectively verbally and/or in writing with Spanish and Vietnamese constituents

## **Physical Requirements**

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel around our campus safely and comfortably
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, (often for extended periods of time) and/or on a mobile device/laptop

## **General Information**

- This position is classified as a Regular Part-Time
- This position is eligible for Bellarmine's excellent benefits package
- This position has no direct reports
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about August 5th to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration

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**To Apply Online:** Please complete the *Bellarmino Faculty Application Form* located on our [employment webpage](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating “**DEI Assistant**” in the subject line of the e-mail.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.*

*\*As a Catholic, Jesuit school, Bellarmino may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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