TITLE: Director, Multicultural Student Services

DIVISION: Student Development

REPORTS TO: Vice President, Student Development

GRADE: 13

SUPERVISES: Support staff

BASIC FUNCTION:

Responsible for advising and developing programs with and for Multicultural student organizations, advocating for inclusion of multicultural students at all levels of the university, and promoting social and cultural involvement of multicultural students in the university and surrounding community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Systematically identify and assess the needs of Multicultural students.

Coordinate the diverse campus services designed to assist and orient Multicultural students.

Advise student organizations representing Multicultural students.

Meet regularly with representatives of Multicultural populations.

Serve as liaison between the University and Multicultural communities.

Oversee the operation of the Multicultural Center.

Provide problem-solving assistance to individual Multicultural students.

Develop co-curricular programs with and for Multicultural students.

Serve as an advocate for Multicultural students at all levels of the University. Encourage the selection of Multicultural students for positions in all campus organizations.
Develop supplemental funding sources for expansion of supportive and educational services for Multicultural students.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in policy development for the Office of Student Life and Student Development.

Represent the office on University, division and other committees and at University events.

Promote the social and cultural involvement of Multicultural students in the University community and surrounding community.

Develop referral systems for counseling, career planning and financial aid assistance for Multicultural students.

Serve as liaison between Student Development and minority alumni organizations.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in student personnel, counseling or related field required. At least two years of experience in student affairs work at the higher education level and demonstrated ability in working effectively with Multicultural students, organizations and communities required. This position requires that the incumbent demonstrate effective interpersonal, verbal and written communication skills, the ability to gather and interpret data, and to organize, coordinate, and supervise staff and services. Fluency in Spanish desired.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.