

Class Code:.....0238
Position#: (PSA).....7326
Developed by:.....SG
Reviewed by:.....TRD
Approved by:.....
Date:99;2/15;6/15;9/17;11/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Multicultural Student Services Center

DIVISION: President: Community, Equity & Diversity (Multicultural Center)

REPORTS TO: Associate Vice President, Community, Equity & Diversity

GRADE: 11

SUPERVISES: Student staff (Graduate/Undergraduate)

BASIC FUNCTION:

Identify the needs and progress of diverse students through formal and informal assessment techniques. Create student-focused programming to ensure the success of students. Create a center where students feel welcomed, safe, supported, and valued. Work with diverse students to facilitate their development in activities, organizations, and their participation in the general life of the campus. Promote the involvement of diverse students in the utilization of the Multicultural Student Services Center (MSSC). Support the personal, professional, cultural, and educational development of diverse students.

ESSENTIAL DUTIES & RESPONSIBILITIES:

In collaboration with direct supervisor, develop relationships and strategies with various constituencies on campus to develop training and programs for students.

In collaboration with direct supervisor, hire, train, and develop work plans, work allocation for student staff.

Participate in campus-wide committees and initiatives.

In collaboration with direct supervisor, identify needs and progress of diverse undergraduate students through formal and informal assessment techniques.

Assist with the development of diversity programs for the entire community.

Assist with developing branding, marketing, and communication of MSSC through the website, social media, and print publications.

Provide academic coaching, mentoring, and advocacy for diverse students in the pursuit of academic excellence.

Serve on a wide variety of university committees to report on and advocate on behalf of diverse students.

In collaboration with direct supervisor, prepare and monitor the budget, participate in developing the annual budget and prioritize expenditures in support of student programs.

Supervise graduate and undergraduate students assigned to MSSC.

Collaborate with a wide variety of university offices and personnel to deliver comprehensive services to students.

Design, develop, and implement services and programs for diverse students. Develop student support services such as learning skills workshops, tutoring sessions, and academic guidance.

Create and implement services which contribute to students' high quality educational experience.

Build trusting relationships with students in order to advocate and help navigate and negotiate the campus environment.

Develop and implement strategies to address the acclimation to campus culture, retention and graduation of, but not limited to, first year students.

Create and implement services that contribute to the professional and/or leadership development of students.

Develop services that support diverse student recruitment, retention, persistence, and graduation rates.

Support the success of student organization leadership and members by providing academic, personal, social, financial, and professional development.

Attend meetings and deliver presentations to various groups.

OTHER DUTIES & RESPONSIBILITIES:

In the absence of direct supervisor, manage and direct the MSSC.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; spreadsheet, word processing, database, and presentation software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in student development, multicultural studies, student personnel, higher education administration, or related field; demonstrated experience with diversity and multicultural issues; demonstrated experience working with historically underrepresented students; demonstrated evidence of promoting diverse student success; demonstrated evidence of developing and delivering retention programs for diverse students; demonstrated experience working with diverse student organizations; demonstrated proficiency in communication and presentation skills; demonstrated evidence of teamwork,

relationship building, and partnership development; demonstrated evidence of computer and social media skills; demonstrated supervisory skills; demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated professional work experience with college students from diverse populations; demonstrated knowledge and understanding of college student development and identity theory; demonstrated knowledge of student organization program/event planning and leadership development; demonstrated experience advising diverse student organizations; demonstrated evidence of website management skills.

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