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Developed by:.....CJ
Reviewed by: ...SG, DLJ
Approved by:.....LK
Date:.....04/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Multicultural Student Services Center
DIVISION: President's Office
REPORTS TO: Associate Vice President, Community, Equity, and Diversity (CED)
GRADE: 13
SUPERVISES: Support Staff

BASIC FUNCTION:

Responsible for advising and developing long-range strategic programs, including the assessment of such 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:

Develop long-range programs consistent with the mission of Community, Equity, and Diversity (CED) and University of Rhode Island.

In collaboration with the University community, develop programs and services designed to increase the recruitment, retention, matriculation, and ultimate graduation of multi-cultural students.

Supervise departmental personnel effectively to insure that programs and services support the campus-wide strategy and the mission of the department.

Responsible for fiscal management of departmental operating budget, including forecasting expenditures and revenues, maintaining records, and linking program objectives and assessment to the annual budget process.

Manage and develop the record-keeping practices for the department and for maintaining confidential files.

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.

Recruit, train, supervise, and evaluate professional staff members and a varying number of student employees.

Collaborate with and serve as a resource to faculty and staff on issues related to diversity and multiculturalism.

Serve as a resource to provide productive dialogue and discussion on critical matters related to diversity and inclusion.
Foster an understanding and appreciation of students from underrepresented populations.

Provide leadership and professional development opportunities for staff consistent with professional goals.

Serve as liaison between the University and Multicultural communities.

Oversee the operation of the Multicultural Student Services 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 Community, Equity, and Diversity.

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 CED and alumni of color organizations.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

QUALIFICATIONS:

REQUIRED: Master's degree in student personnel, counseling, higher education or related field; Minimum of five years' experience working in higher education; Minimum of three years' experience directing a college or university department/program for underrepresented groups; Demonstrated experience working with Multicultural students organizations; Demonstrated experience in program development and assessment; Demonstrated experience designing and implementing student retention programs; Minimum of three years' experience in budget preparation and oversight; Demonstrated proficiency in written communication skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated experience in obtaining grant funding; Demonstrated supervisory experience; Demonstrated experience with event planning and coordination of large-scale campus events; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of three years' experience working as an Assistant/Associate Director in a Multicultural Center; Demonstrated experience using information technology and social media (i.e., web design, Facebook, twitter, etc.); Demonstrated understanding of identity development theory (as it relates to the systemic and institutional factors that support the retention and graduation of multicultural students); Demonstrated fluency in a second spoken language (i.e., Spanish, etc.); and, Demonstrated experience creating and maintaining reports.

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