Position Title: Assistant Director of Multicultural Life
Supervisor: Director of Multicultural Life
Classification: Administrative Manager, Exempt, full-time, year-round

The Assistant Director supports campus-wide programmatic initiatives to cultivate a community of inclusivity, pursuing specific goals and objectives as agreed upon with the Director of Multicultural Life.

Characteristic Duties & Responsibilities:
A. Support student-directed projects and events, which may include: Multicultural Council, Shout-Outs, and MLK week events.
B. Serve as staff mentor for the Emerging Leader Program.
C. Supervise work-study student employment program. Supervisory duties include: hiring and training student workers, completing and submitting monthly payroll timesheets, promoting and planning professional development opportunities for student workers.
D. Maintain a system of communication between the Multicultural Center and affinity groups on campus including periodic check-ins and annual report reviews for these organizations.
E. Continually improve the accessibility of information on multicultural and social justice programming, including maintaining web pages for the Multicultural Center. Promote Center events and support outreach efforts to the student body broadly.
F. Enhance student leadership skills, providing relevant material for training and overseeing leadership transitions (i.e. StrengthsQuest)
G. Support and enhance relationships in collaboration with College departments and offices that serve students.
H. Assist with other aspects of Multicultural Life and the Multicultural Center as requested.
   • Peer mentoring
   • Outreach to RA, SA, Fitness and Wellness Classes
   • Alumni of Color Network
   • Maintain website and social media
I. Collaborate with Director of Multicultural Life to establish on-going programming to support student-athletes from under-represented groups.

Qualifications:
1. Bachelor’s degree required, Master’s preferred or equivalent experience.
2. Demonstrated commitment to multiculturalism and social justice.
3. Demonstrated ability to work well collaboratively and independently.
4. Excellent organizational/multitasking skills.
5. Flexibility in work schedule; ability to work evenings and weekends

Feb 2015