Assistant Director, Student Diversity and Inclusion

Job Code 00001493

General Description
Responsible for developing cultural support systems for target populations addressing academic, personal and social concerns, leadership development, and the creation of programs that support the celebration, experience and awareness of cultural groups.

Examples of Duties
Provide counseling and advisement concerning academics, financial aid, cultural issues, involvement, development, employment, identity, and social concerns.
Develop student leadership through the Under Represented Student Advisory Council (USAC).
Assist with organizing special events, speakers, forums, discussions promoting multi-cultural issues.
Supervise USAC Coordinator.
Supervise staff and student employees.
Compile data and prepare annual reports.
Give presentations on office functions and diversity issues.
Provide accounting and monitoring of expenditures and reviewing proposals for requesting funds.
Coordinate the Multi-Cultural Student Affairs Welcome Reception as part of Welcome Week Activity.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Total Quality Management principals, terminology and tools; general & multicultural models for student development; involvement theory, integration, culture identity, dissonance, affective learning, and leadership; basic word processing and e-mail correspondence.

Skill in: student and staff interaction; participating on committees; giving presentations; program coordination; supervising staff and students.

Ability to: read and interpret technical policy and procedure statements; prepare letters, bylaws, presentation outlines; perform basic math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements