Director of Multicultural Student Services

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<thead>
<tr>
<th>Department: Multicultural Services</th>
<th>Approved Date: 8/19/2015</th>
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<tbody>
<tr>
<td>Reports To: Associate Vice President Dean of Students</td>
<td>Team: Learning Support</td>
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<tr>
<td>FLSA Status: Exempt ☒ Non-Exempt ☐</td>
<td>Part-time ☐ Full-time ☒</td>
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<td>Compensation: B15</td>
<td>Employee Group: Administrator</td>
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<tr>
<td>Contract or Grant Funded: Yes ☐ No ☒</td>
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Position Summary:

The Director of Multicultural Student Services manages a program designed to enhance the overall educational experience of a diverse population of students by providing multicultural student programs and services that promote a sense of a common community. Programs and services are offered to improve the recruitment, transition, retention, graduation, and transfer rates of students from diverse populations.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Provide the vision and leadership for development of a comprehensive multicultural student service program.
2. Coordinate and facilitate educational and social programs that enhance the knowledge, understanding, and skills necessary for personal development, academic achievement, and social success of program participants.
3. Evaluate and develop essential services that facilitate multicultural student success, including, but not limited to, mentoring programs, leadership programs, and peer support programs.
4. Collaborate with professionals across campus and the community to ensure the effective referral of program participants to academic support services.
5. Develop and implement a learning outcomes assessment plan to evaluate program effectiveness to meet established objectives and learning outcomes.
6. Collect and analyze data about student success including recruitment, graduation rates, retention rates, and other related measures of academic success for program participants.
7. Serve as academic advisor to program participants.
8. Develop and manage a program budget.
9. Participate in Student Development programming including New Student Orientation Advising Sessions, Open Campus sessions, and recruitment.
10. Complete and submit annual and monthly reports outlining program data, assessment outcomes, and other qualitative and quantitative indicators to determine program effectiveness in reaching established objectives.
11. Develop and maintain a peer mentoring program for program participants.
**Director of Multicultural Student Services**

**Required Minimum Qualifications:**

1. Master’s Degree
2. Three years of experience in multicultural programming at a post-secondary institution

**Desired Qualifications:**

1. Master's degree in Counseling, Psychology, Student Personnel Services, Higher Education, Social Work, or related field
2. Knowledge of issues and challenges facing multicultural students in higher education
3. Knowledge of current best practices in serving multicultural students within higher education
4. Experience collaborating with a variety of campus constituency groups serving students
5. Experience working in a community college setting
6. Basic skills in data base management and Microsoft Office Suit
7. Experience providing college transition programming for high school students
8. Experience in oversight of budgets, data collection, report functions, and program evaluation
9. Experience providing academic and career counseling and advising to college bound and college students
10. Experience working with students from diverse backgrounds
11. Verbal and written communication skills
12. Interpersonal and organizational skills

*Note: The College reserves the right to change or reassign job duties, or combine positions at any time*