



JOB DESCRIPTION

Title: Director, Center for Diversity & Student Leadership (3 year term position)

Department: Office of Student Affairs, Resource Centers Team

Reports to title: Associate Dean of Students for Diversity & Inclusion

Full Time: X Part Time: _____ Date Prepared: 11/2/2020

Job Group & Level: PT3 _____ Regular Daily Work Schedule: 8 : 3 0 a m to 5pm

Pay Type: Weekly _____ Monthly X Months Per Year: 12 Hours Per Week: 40

1. Summary of Position:

- The Director upholds the mission of the CDSL to provide education, support, and advocacy to and on behalf of first generation, low- income, transfer, and veteran students. Reporting to the Associate Dean of Students for Diversity & Inclusion, the Director oversees staffing, day-to-day operations, and programming of the Center for Diversity & Student Leadership (CDSL)--soon to be renamed--and supports the overall mission of the Resource Centers Team (RCT) and the Student Affairs Division. The Center serves as an important resource to the campus community in building and supporting identity focused initiatives and student engagement for our first-generation/low-income (FLI) and non-traditional student populations. The Director works in collaboration with the RCT—the Multicultural Resource Center, Queer Resource Center, Center for International Student Engagement, and the Women’s & Gender Center. As well as with other campus partners including the Office of Diversity, Equity, & Inclusion, Dean of the Faculty—Loeb Center, and Advancement through educational, social, and cultural programming that centers and affirms the various communities the Center serves. In addition, the Director serves as an advising resource for college access (Questbridge, etc.) and affinity-based groups.

 - The Director takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment. Flexibility to work occasional nights and weekends is required.
-

2. Principal Duties and Responsibilities:

Management and Operational (50%):

- Manages the day-to-day operations of the Center for Diversity & Leadership.
- Serves as a core member of the Resource Centers Leadership Team.
- Provides functional supervision to the Administrative Assistant for the Resource Centers.
- Engages in strategic planning and assessment of the Center
- Budget planning and monitoring of expenditures.
- Gathers data and prepare annual reports.
- Consistently evaluates operational efficiencies and opportunities to streamline processes
- Evaluates resource allocations and makes recommendations for necessary systems of support
- Supervises team of 6-10 student staff
 - Recruit, hire, onboard and train student staff

- Guide student staff through development of programs
- Manage student staff professional development
- Manage student staff scheduling
- Manage student staff hiring
- Manage summer intern selection

Leadership & Student Support (45%):

Develops and coordinates initiatives, programs and support services aimed at facilitating first-generation, low-income and our non-traditional student populations (transfers' and veterans') transition to Amherst College, including but not limited to:

- Develop and deliver programming and support services and early acclimation programs for transfer students, first-generation, low-income students, and veterans throughout the academic year to ensure that students' academic, social, cultural and transitional needs are met.
- Collaborate with the campus partners including but not limited to the cultural resource centers, academic center (writing and quantitative), Loeb Center, Financial Aid, Counseling and Admissions to coordinate workshops and programs to help students who are part of these communities' access and maximize the Amherst experience.
- Serve as a liaison and collaborator to the Director of New Student Programs for Spring Transfer Student Orientation.
- Work directly with the Dean of Faculty's Office to supervise student staff and oversee all co-curricular programming for the *Summer Bridge Program*.
- Serve as a liaison in collaboration with the program director of the *Meikeljohn Fellows Program* to provide resources and support services for first generation and low-income students.
- Promote faculty, staff, alumni, and community involvement through intellectual, social, and identity-based programs.
- Co-create in collaboration with Alumni & Parent Programs, the Annual FirstGen Trailblazers Tent Dinner for Commencement.
- Work directly with Admissions to support the recruitment and retention of transfers students.
- Serve as a resource liaison for Faculty within the Intensive Advising Program.
- Implement, in collaboration with campus partners, policies directly connected to supporting first generation, low-income, transfer, and veteran students.
- Generate assessment protocols to evaluate social and resource-based programs
- Create and facilitate campus programs, workshops, and trainings that support the mission of the CDSL
- As a member of the Resource Centers Team work to co-create, develop, and implement programs, resources, and services that highlight the intersections of identity and community
- Co-develop the Resource Center's Social Justice Leadership program for first-year orientation.

Student Support:

- Assist in the promotion and integration of engagement, mentorship, and leadership programs in collaboration with campus partners.
 - Co-lead in collaboration with the Loeb Center the *Meikeljohn Fellows Peer Mentorship Program*
- Meet with and counsel students through challenges
- Work collaboratively with Case Management to create systems of support for FLI and non-traditional students in crisis
- Provide leadership and organizational development education to student organizations engaged in work related to the mission of the CDSL
- Serve as a programming resource and advisor to college access and affinity-based student groups.

Marketing and Communications:

- Maintain and add to website to include more dynamic and all-encompassing resources for FLI and non-traditional students
- Manage creation of promotional materials
- Maintain audience and social media accounts

Performs other duties/functions as requested (5%)

3. Internal-External Interaction/Communication:

- The Director frequently interacts/communicates with members of the OSA's administrative team, directors of offices reporting to the Associate Dean(s), Dean of Students, and Chief Student Affairs Officer. The Director also conducts complex operational interactions/communications including analyzing, developing, negotiating, and problem solving inside and outside the College.

4. Education: (include certifications and licenses)

Required: Master's degree

Preferred: Master's degree in Higher Education Administration, Social Justice education, sociology, or a related area.

5. Experience: (List specific skills necessary to perform this job)

Required:

- 4-5 years of progressive experience working with first-generation, low-income and non-traditional students in higher education, and/or social justice initiatives
- Experience in cross-cultural program development and implementation, advising, and/or student service.
- Experience in the design, delivery, and evaluation of student programs.
- Demonstrated strong project management, organizational, communication and interpersonal skills.
- Program development, implementation and evaluation experience
- Strong leadership skills
- Cross-cultural awareness and competence and effective communication, both verbally and written.

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Visual – normal concentration; repetitive motions including hands, wrists and fingers; lift, carry, push and pull up to 10 lbs.

7. Decision Making:

- Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies in collaboration with the Associate Dean.

8. Supervision Exercised/Received:

Minimal supervision received by supervisor. Supervisory Responsibility: **Yes** **No**

Number of Employees Supervised: 6-10 student employees