



**Amherst College
Office of Human Resources**

JOB DESCRIPTION

Title: Director, Multicultural Resource Center

Department: Resource Centers Team: Office of Student Affairs

Reports to title: Associate Dean for Diversity & Inclusion

Full Time: X Part Time: _____ Date Prepared: 8/19/2019

Job Group & Level: PT3: Regular Daily Work Schedule: _____ to _____

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

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

Reporting to the Associate Dean of Diversity & Inclusion, the Director oversees staffing, budget, day-to-day operations, and programming of the Multicultural Resource Center (MRC) and, supports the overall mission of the Resource Centers Team and Office of Student Affairs division. The Center serves as an important resource to the campus community in building and supporting identity development and community engagement. The Director works in collaboration with the Resource Centers Team (RCT)—the Center for Diversity & Student Leadership, 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 and Inclusion, Dean of the Faculty, Alumni & Parent Programs, Advancement, etc. through educational, social, and cultural programming that centers and affirms the various communities the Center serves. The Director upholds the mission of the MRC to provide education, support, community, and advocacy to and on behalf of those who identify as people of color and works to create and offer immersive opportunities for co-curricular learning and leadership development. Rooted in the framework of intersectionality, the MRC serves as a space where the Amherst community can participate in conversations that expand our collective understanding of racialized experiences. In addition, the Director serves as a programming resource for identity-based groups on campus.

2. Principal Duties and Responsibilities:

Management (40%):

- Management of the day-to-day operations of the Multicultural Resource Center.
- Serves as a core member of the Resource Centers Leadership Team.
- Provide functional supervision of the Administrative Assistant for the Resource Centers.

- Engage in strategic planning and assessment of the Multicultural Resource Center
- Hire, train and supervise student employees.
- Hire, train and supervise summer undergraduate intern.
- Gather data and prepare annual reports.
- Budget planning and monitoring of expenditures.
- Manage Center website and other forms of social media.

Program planning (35%):

- Develop academic and co-curricular educational programming, as a Center and in partnership with other campus organizations, to build community, provide education, and create skills-building opportunities to synthesize social, academic, personal, political, and career development-related learning and maximize the Amherst experience.
- Provide leadership and organizational development education to student organizations engaged in work related to the mission of the MRC
- Create and facilitate campus programs, workshops, and trainings that support the mission of the MRC
- Promote faculty, staff, alumni, and community involvement through intellectual, social, and cultural programs
- Assist in the promotion and integration of engagement, mentorship, and leadership programs in collaboration with campus partners.
- Plan and implement programs that promote cultural awareness for the campus community.
- Work with the Dialogue Coordinator to implement dialogues across difference within the MRC.
- Create communication strategies to promote campus knowledge of and opportunities for participate in Center programs
- Participate in developmental advising for traditionally underrepresented students and student groups on academic as well as personal and social matters that impact academic performance; provide referrals to appropriate campus resources
- Collaborate at the divisional and institutional level to develop and create multicultural programming, workshops and trainings, and other opportunities related to infusing and expanding intersectional and interdisciplinary commitments to inclusive excellence.

Collaboration (20%):

- Serve as a resource to and work collaboratively with campus offices and five-college campuses.
- Co-develop the Resource Center's Team Social Justice Leadership program for first-year orientation
- 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.
- Serve as a member of the Presidential Task Force on Diversity & Inclusion.
- Serve on campus-wide committees and working groups as needed.
- Participate in collaborations with diverse academic, administrative, and off-campus stakeholders that support the mission of the MRC specifically, and diversity and inclusion, generally.

Performs other duties/functions as requested (5%).

- Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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, 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, Counseling, Leadership or a related area.

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

Required:

- 3-4 years of experience working with college student population
- Experience in cross-cultural program development and implementation, advising, and/or student service.
- Ø Experience in the design, delivery, and evaluation of student programs including leadership development.
- Ø Demonstrated strong project management, organizational, communication and interpersonal skills.

➤ Preferred:

- 3-4 years of experience in student affairs, higher education, or related area.
 - Experience working with a diverse community and student population.
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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 X No ____
○ Number of Employees Supervised: _6-8 student employees

