

Assistant Director of Multicultural Student Services

Job No: 497503

Position Type: full-time

Location: Lewisburg, PA

Categories: Other, Student Affairs

The Assistant Director of Multicultural Student Services is a position that supports historically marginalized and minoritized students, specifically increasing their sense of belonging within the University. This role is an integral member of the Diversity and Inclusion team, providing a broad range of high touch, high impact resources aimed at retention, success, support, and programming for the multicultural community as well as the broader student body at Bucknell University. Major responsibilities include co-directing the Together Everyone Achieves More (T.E.A.M.) mentoring program (a growing peer mentoring program for underrepresented students with 60+ scholars and mentors who have weekly activities including individual and staff meetings), managing social gatherings and academic readiness programs, advising student organizations, and assisting in educational outreach programming (such as UnHerd, a series of in-depth social justice trainings and workshops).

This role is key to executing the strategic priorities of Equity and Inclusive Excellence and the Diversity, Equity and Inclusion goals of the institution that include:

Generating and promoting a culture of aspiration and belonging by reinventing the first-year experience
Identifying and investing in programs that encourage intellectual engagement (and transformative development) through the entire student experience
Creating a dynamic and inclusive campus environment to promote optimal well-being.

A priority for this role is to lead and coordinate the planning and development of programs, engagement opportunities and services designed specifically for students who identify as Latine/x (Latino, Latina, Latine, Latinx Diaspora) and provide the general campus with the opportunity to increase its awareness of the Latine/x experience; developing knowledge and skills to combat anti-Latine/x sentiment and discrimination, and developing programs and initiatives that offer support to students in crisis or facing adversity with a keen focus on supporting a culture of care and belonging.

The Assistant Director of Multicultural Student Services will lead innovative efforts to provide an integrated approach to identifying, developing, implementing, and evaluating programs and practices directed toward improving historically underrepresented student outreach and yield, transition to college, academic success, leadership and professional development, inclusion and retention, and enrichment of the overall student experience of our racially underrepresented or minoritized populations. The role will support student development in diversity, equity and inclusion.

Job Duties:

Provide Programming and Support

- Lead and support the preparation of large-scale programs that celebrate the Latine/x experience, including welcome and community building events, Feria Latina, LACOS Gala, Latinx Heritage Month, and other special events
- Facilitate leadership development and establish relationships with student organizations (i.e., Latine Alliance for Community and Opportunity for Students)
- Coordinate, plan and implement social, cultural and educational events
- Manage educational and student development programs that speak to the particular needs and experiences of Latine/x students
- Conduct ongoing assessment of programs and events as well as annual goals and objectives related to the student experience of racially underrepresented and historically minoritized students
- Assess the campus climate as it relates to the student experience of racially underrepresented and minoritized student populations, such as creating spaces for learning and dialogue to combat Anti-Latinx sentiment and discrimination, as well as collaborate with campus partners in Latin American Studies, Spanish Department and the Center for the Study of Race, Ethnicity and Gender

Co-Direct the T.E.A.M. Mentoring Program

- Facilitate leadership development opportunities
- Regularly meet with T.E.A.M. program participants, Peer Mentors and First-year Scholars
- Coordinate with mentors, monthly cultural, social and academic programming
- Support the development of a strong community for racially marginalized students
- Co-Direct the RAMP-Up! Pre-Orientation Program for incoming students
- Recruit, screen, select and train the Peer Assistants, Peer Leaders and Peer Mentors
- Plan, coordinate and execute RAMP-Up! Programming
- Assist in transporting participants to/from various events
- Facilitate sessions on high school to college transition and student success
- Be available for student emergencies in conjunction with Multicultural Student Services staff
- Create a comprehensive assessment plan that details the impact of the T.E.A.M. Mentoring Program

Develop and distribute marketing content for the Multicultural Student Services programs

- Coordinate the Multicultural Student Services Web Page maintenance with the Communications Department
- Coordinate the management and design, inventory, and distribution of print and electronic publications
- Assist in maintaining a social media and virtual presence
- Provide coordination and assistance for outreach programming such as workshops, lectures, and training in the UnHerd Series

- Provide coordination and planning for immersive cultural and service opportunities
- Set up pre-departure orientation, meetings, and curriculum
- Plan transportation, lodging, and site visits
- Implement advertising and application procedures

Collaborate with Campus Partners

- Work in consultation with Residential Education to communicate break opportunities and accessibility
- Partner with Residential Education to support La Casa de Todes, a Latine Heritage themed community and other living communities focused on Latine/x Culture
- Engage with the Residential Adviser Affinity Leader, and Adviser for La Casa de Todes in order to support programming efforts for the house and the broader community
- Collaborate with University Advancement to facilitate opportunities for connection and community building with Latine/x Alumni
- Build deep connections and coordinate complementary and supportive diversity, equity and inclusion programming across campus to connect students to opportunities and resources
- Create initiatives to support the development of Latine/x students and recognize excellence
- Develop strong relationships and collaborate with the Institutional Research and Equity and Inclusive Excellence to gather data on Latine/x student engagement to share with key stakeholders
- Perform other duties as assigned

Minimum Qualifications:

- Bachelors degree and 4 to 6 years of related work experience or Master's degree in Higher Education, Student Affairs, or related field with a minimum of 2 years related work experience
- One to three years experience working with underrepresented populations in a college/university setting
- Experience advising underrepresented students, specifically students identifying as Latine/x, individually and as members of student organizations, with an emphasis on identity and leadership development
- Experience utilizing data to drive decisions and establish accountability infrastructures for outcomes-based student leadership
- Driver's license with a driving record that meets established motor vehicle operating procedures
- Proficiency with Microsoft Office Suite as well as ability/willingness to learn programs such as InDesign, Adobe, Photoshop, and Google platforms
- Strong intercultural and interpersonal skills
- Awareness of issues related to intersectionality, socioeconomic status, gender identity and expression, sexuality, race and ethnicity, ability, national origin, religious and interfaith, and the relationship between power and privilege
- Demonstrated experience managing student staff and complex projects

Preferred Qualifications:

- Three to five years experience working with underrepresented populations in a college/university setting
- DEI Certifications and/or licensure
- Fluent in English, Spanish and/or Portuguese with strong verbal and written communication skills in respective languages
- Demonstrated commitment to career growth and learning in higher education and diversity, equity, inclusion subject matter expertise.
- Marketing and communication skills especially with regard to use of technology, social media
- Experience managing events, including assessment and evaluation of effectiveness

Other Requirements

- This position will require evening and weekend work to support certain department events/programs.

Work Type:

This is full-time, staff exempt, benefits eligible position.

This role is not budgeted for visa sponsorship at this time, all candidates must be authorized to work in the US at the time of submission of the application.

Salary Range:

This is a Staff Exempt position with a hiring range of \$47,760-59,700 (E07). The offer rate will be based on a review of the candidate's credentials compared to the qualifications of the position, internal equity, and our overall compensation philosophy.

This opportunity is eligible for a \$2,500 hiring incentive in accordance with program guidelines.

Benefits:

Eligible full- and part-time employees are compensated beyond base salary through our total rewards package that includes (but is not limited to):

- flexible scheduling options determined by role;
- medical, prescription drug, vision, dental, life, and long-term disability insurance options
- an outstanding 10% employer contribution to your retirement plan (no contribution requirement for non-exempt positions)
- generous paid time off, including vacation and sick time, a community service day, and 19 paid holidays (including two full weeks off for Winter Break!)
- full-time and part-time members of the faculty and staff are eligible for tuition remission for themselves. Additionally, full-time members of the faculty and staff are eligible for tuition remission for their spouse/spousal equivalent and are eligible for various tuition

programs for their children. Credit for full-time benefits eligible employment at other institutions of higher education will be applied to waiting periods.

- a comprehensive employee wellness program including program incentives
- a myriad of other benefits, including parental leave, an employee assistance program, fitness center membership, and the power of your Bucknell ID card

To learn more about Bucknell's benefits,
click <https://www.bucknell.edu/azdirectory/human-resources/employee-benefits!>
(*Eligibility criteria and waiting periods may apply.)

Diversity, Equity & Inclusion:

Bucknell is committed to fostering an environment that embraces diversity, equity and inclusion, and seeks candidates who will contribute to a climate that supports the growth and development of a diverse campus community. We endeavor to enhance our capacity to value and capitalize on the cultural richness that diversity brings. We encourage all individuals to apply and do not discriminate in admissions, employment, educational programs and/or activities on the basis of race, color, national or ethnic origin, age, religion, disability, pregnancy, sex/gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, or genetic information.

To apply, visit <https://apptrkr.com/4581724>

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