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**SAINT MARY'S**  
COLLEGE OF CALIFORNIA

## Director, Delphine Intercultural Center

Moraga, CA (<http://maps.google.com/maps?q=1928+St.+Mary's+Rd.+Moraga+CA+USA+94575>)

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### Description

**Inspire. Engage. Transform. We Are Gaels.**

At Saint Mary's College of California, we inspire minds, engage with the world, and create opportunities for students to find their lives transformed. With small class sizes and professors who know you by name, the Saint Mary's experience empowers students to thrive—whether you're an undergraduate or a professional looking for the next step in your career. Founded in 1863, the University is proud of our Lasallian heritage and how it fuels teaching and learning in an inclusive and wonderfully diverse community. More than 3,600 Gaels study on our Bay Area campus nestled in the rolling hills of Moraga, just 23 miles east of San Francisco. US News and World Report puts SMC among the top five regional universities in the West. You'll also find Saint Mary's highlighted in the guide *Colleges That Change Lives: 40 Schools That Will Change The Way You Think About Colleges*—the only Catholic college and the only university in California to make the list.

Reporting to the Dean of Students under the Division of Student Life, the Director of the Intercultural Center is responsible for creating and implementing programs, services and initiatives that celebrate and support the identities and cultures present within the student community. The Director creates and oversees the strategic and programmatic goals of the Center, which aims to provide educational opportunities for students through a variety of intentional and collaborative programs, services, and resources that raise cultural competency and help build a diverse and inclusive community. The Director often serves as an advocate for underrepresented groups and collaborates with various campus departments to promote student well-being and belonging, diversity-related initiatives, and institutional change.

The Division of Student Life intersects at multiple points of a student's journey at Saint Mary's. With areas that promote students' living experiences, wellness, and engagement, Student Life accompanies students on their academic and co-curricular journey at Saint Mary's. The Division of Student Life creates a sense of belonging, offers participatory opportunities, and encourages students to contribute back their talents. Departments within Student Life include Campus Assault, Response, and Education (CARE), Campus

Housing, Club Sports, Community Life, Center for Women & Gender Equity, Counseling and Psychological Services, the Dean of Students, Intercultural Center, New Student & Family Programs, Public Safety & Transportation, Residential Experience, Recreational Sports, Student Involvement and Leadership, and the Student Health Center.

1. Leadership: Develop, articulate, and implement a strategic vision for the Intercultural Center with goals and learning outcomes that align with the institution and division's mission, values and strategic plan. Participate in strategic meetings and initiatives under the division of Student Life to promote advocacy for diversity, equity, inclusion and belonging across campus, serving as a leader in intercultural understanding and engagement. Provide leadership and mentorship to professional staff and student employees, fostering collaboration and an inclusive work environment.

2. Administrative Oversight: Provide overall administration and management for the department, determining and planning for appropriate professional and student employee staffing. Support Assistant Director with the selection, hiring, onboarding and professional development of student employees. Administers and determines expenditures of department resources, planning and prioritizing future budget and staffing allocation, which includes research and pursuits of external funding. Develop and implement policies, procedures, to ensure efficient and effective operation of the center.

3. Campus Relations: In partnership with other offices in the Dean of Students area, actively cultivate a culture of student well-being and belonging across campus that meets the changing needs of students. Build relationships with campus partners and stakeholders, like the Senior Diversity Officer of the college, to provide and support initiatives and opportunities that address the student experience in relation to the campus climate. Collaborate with campus partners to create and oversee a scaffolded series of workshops that support the identity exploration of incoming, first year students that support the college's experiential curriculum. Serve on campus-wide committees dedicated to assessing and improving campus climate through community outreach and engagement. In conjunction with campus partners, promotes efforts related to access, equity and inclusion specific to the college's designation as a Hispanic Serving Institution.

4. Student Leadership Development: In collaboration with the Assistant Director, develop and implement a library of resources, training and developmental workshops for student leaders, particularly those from historically underrepresented or traditionally marginalized groups that promote inclusive facilitation practices regarding identity exploration, privilege, and social justice. Advise, mentor and resource students who may experience academic difficulty, personal issues, and/or tensions with identity development in partnership with campus services and partners. Support and guide the institution's diverse population, particularly student clubs and organizations that are historically underrepresented and/or traditionally marginalized.

5. Program Assessment & Continuous Improvement: Encourages and facilitates the implementation of new programs to improve the scope and quality of services offered that promote and supports the exploration and development of identity and cultural competence. Oversee data collection practices and program assessment, utilize program assessment and campus climate data to strive towards inclusive excellence, and ensure delivery of services and supports that align with long-term and short-term goals of the department.

6. Other Duties as Assigned

Other duties as assigned. Works in a highly collaborative, fast-paced, and culturally diverse campus environment and develops effective relationships within the division of Student Life and with other areas of the College. Some weekend and evening hours are required.

**Requirements**

Master's Degree; 5-7 years of experience; Experience working closely with populations from diverse backgrounds in a higher education setting (e.g. academic, socioeconomic, cultural, disability, and ethnic backgrounds). Experience dealing with confidential issues. Excellent administrative, interpersonal, problem-solving, listening, verbal and written communication skills. Understanding of information technology as applied to program development and assessment. Demonstrated knowledge of diversity, equity, inclusion and belonging as well as higher education student development theory, and risk management. Ability to relate to students, parents, guests, community members, faculty, and staff in a courteous and professional manner. Demonstrated excellence in Microsoft Office operating systems including internet and email usage. Must be able to multitask, prioritize, and manage time in a fast-paced work environment. Demonstrated knowledge and understanding of FERPA, Title IX, ADA, and other local, state and federal statutes that affect the Dean of Students area. Fluency in multiple languages is a plus.

**Salary Description**

80,000

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