

Coordinator of the Undocumented Student Center

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Position Title	Coordinator of the Undocumented Student Center
About the University	<p>Western Washington University, with over 16,000 students in seven colleges and the graduate school, is nationally recognized for its educational programs, students and faculty. The campus is located in Bellingham, Washington, a coastal community of 90,000 overlooking Bellingham Bay, the San Juan Islands and the North Cascades Mountain range. The city lies 90 miles north of Seattle and 60 miles south of Vancouver, British Columbia. Western is the highest-ranking public, master's-granting university in the Pacific Northwest, according to the 2022 U.S. News & World Report rankings. Western Washington University is committed to achieving excellence through advancing inclusive success, increasing our Washington impact, and focusing on transformational education grounded in the liberal arts and sciences and based on innovative scholarship, research, and creative activity. Western's greatest strength is the outstanding students, faculty, staff, and alumni/ae who make up its community. Western supports an inclusive governance structure for all and provides a learning and working environment in which everyone can thrive. In pursuit of this excellence, individual employees are expected to establish and maintain productive and effective inclusive working relationships amongst diverse populations including staff, faculty, administration, student, and external constituents. Further, individual employees are expected to have the ability to operationalize sustainability concepts (economic, societal, environmental) into all aspects of performing their job duties.</p>
	Multicultural Student Support Services supports Western's

<p>About the Department</p>	<p>Multicultural Student Support Services supports <u>Western's mission</u>, which states that together with our students, staff, and faculty, we are committed to making a positive impact in the state and the world with a shared focus on academic excellence and inclusive achievement. We encourage applications from women, people of color, people with disabilities, veterans, and other candidates from underrepresented backgrounds and with diverse experiences interested in this opportunity.</p>
	<p>The Coordinator of the Undocumented Student Center leads initiatives and programs supporting Western's strategic goals in equity, excellence, and inclusion for our students. Western seeks our inaugural Coordinator of the Undocumented Student Center to advance the holistic thriving of diverse undocumented students and mixed status families students through program development, outreach, education, and improvements to university policies and practices. Under the supervision and direction of the Director of Multicultural Student Services, the Coordinator will curate and develop resources that support the academic success and well-being of undocumented and DACA students and their communities. This position will provide support and guidance to students, staff, and faculty through trainings, collaborations, and programming as we all endeavor to best support undocumented students and communities. The Coordinator will join a growing team in the new Centers for Student Access, Community, and Intercultural Engagement of our Enrollment and Student Services Division. We seek a caring and collaborative leader with strong communication skills and a proven commitment to serving undocumented students and communities.</p> <p>We encourage applications from people of color, people with disabilities, queer and trans spectrum people, veterans, and other candidates whose identities and experiences are often underrepresented and marginalized in higher education.</p> <p><u>Position Duties and Responsibilities</u></p> <p>Program management and resource navigation (25%)</p>

Program management and resource navigation (55%)

- Manage the daily operation of the Blue Resource Center, Western's undocumented student resource center.
- Create and implement comprehensive co-curricular programming centering undocumented identities and experiences. This programming should provide resources, support, referrals, celebration, and advocacy for undocumented students and their peers, allies, and the campus community.
- Develop new and enhance existing university resources and services for undocumented students to support their enrollment, retention, satisfaction, and completion. Collaborate and consult with departments in and beyond Enrollment and Student Services to embed appropriate resources throughout our student services.
- As assigned by the Director of Multicultural Student Services, partner with colleagues in and beyond the Centers in developing joint co-curricular programming.
- Collaborate with key university and community stakeholders to implement practices ensuring undocumented students receive needed assistance in navigating and accessing resources including, but not limited to financial, academic, career, wellness, and basic needs.
- Stay current on federal and state laws and policies, resources, and student development theory and practice regarding undocumented and mixed-status students and families at Western and in the community at large.

Supervision, engagement, and advising (30%)

- Recruit, hire, train, and supervise Blue Resource Center student employees.
- Provide advising to the Blue Group and other student clubs that specifically support undocumented students. Includes liaising with Club Activities Office and faculty and staff club advisors.

About the
Position

- Provide direct outreach to current and prospective students. Represent the Blue Resource Center through speaking and tabling opportunities and at events including Fall Info Fair and events hosted by Admissions, University Residences, and the Counseling and Wellness Center.
- Respond to student requests for information and assistance, meeting with undocumented and DACA students to provide support related to identity exploration and development, inclusion, and academic and co-curricular success. Support students in navigating university processes and facilitate referrals to additional university and community services.
- Foster a supportive and student-centered environment to empower and equip students with skills and strategies to engage in self-advocacy.

Institutional support and guidance (25%)

- Research and share best practices with faculty, staff, and administrators to support students from undocumented communities in navigating the university and succeeding academically. Develop and implement a structure for sharing promising practices and resources with colleagues on an ongoing basis.
- Implement educational programs such as UndocuAlly trainings and Undocu Month to support the learning and education of the campus community on how to best support undocumented students and communities.

Administrative (10%)

- Ensure compliance with applicable university policies and procedures, including record retention requirements for the Blue Resource Center. Coordinate appropriate training for student staff to support compliance requirements in ways that build students leadership skills.
- Manage the Blue Resource Center budget. Operate within

budget guidelines and use organization resources effectively. Responsible for approximately \$20,000 annually.

- Maintain strict confidentiality of student education records, including immigration status.
- Manage public platforms for communication and resource provision, including supervising maintenance of the Blue Resource Center section of the MSS website and Blue Resource Center social media presence to increase engagement with students.
- Participate in strategic planning for MSS and the Centers and contribute to communication and reporting about programming and services provided by the Blue Resource Center, including annual reporting.

Other duties as assigned

- Participate in division and university committees as assigned by the Director of Multicultural Student Services.
- Participate in professional development regarding access, diversity, equity, and inclusion that advances abilities to best develop and administer programs centering students with marginalized identities.

- A bachelor's degree in a relevant field and two years of relevant work experience in student affairs, student services, or higher education, or an equivalent combination of education and professional work experience.
- Experience effectively advising students and/or young adult leaders of programs, clubs, or organizations to support student leadership development, including demonstrated success providing culturally responsive advising services to undocumented and BIPOC students.
- Demonstrated strong understanding of the history, policies, and current issues impacting students who are undocumented and who come from undocumented

<p>Required Qualifications</p>	<p>communities.</p> <ul style="list-style-type: none"> • Experience designing and facilitating programming and trainings that advance positive identity development and build leadership skills for students who hold multiple marginalized identities, with a specific focus on undocumented populations. • Demonstrated ability to engage students of diverse identities in intercultural learning and dialogue. • Experience supervising student employees. • Strong small and large group facilitation skills and written communication skills. • Knowledge of student leadership and student development theories and their applications in practice. • Excellent professional judgment and the ability to make decisions that align with organizational mission and goals. • Demonstrated ability to perform job responsibilities collaboratively with colleagues and students across departments and disciplines. • Demonstrated organizational and time management skills, with ability to manage multiple projects simultaneously.
<p>Preferred Qualifications</p>	<ul style="list-style-type: none"> • Master’s degree and one year of relevant work experience in student affairs, student services, or higher education. • Master’s degree in a field related to job responsibilities, for example Student Affairs Administration, Education, Ethnic or Cultural Studies, or Psychology. • Demonstrated leadership experience in multicultural services or identity-based resource centers in higher education. • Demonstrated skills and experience in strategic assessment of programs, services, and/or student learning outcomes. • Experience developing and managing budgets. • Bilingual in Spanish.
	<p>All employees must comply with our Immunization policies.</p>

Conditions of Employment	All employees must comply with our immunization policies, including <u>Proof of Rubella Measles Immunity</u> within 60-days of hire. Please reach out to <u>HR@wwu.edu</u> if you need information regarding medical or religious exemption and applicable accommodations.
Salary	Hiring range for position is \$59,292 - \$68,186/year. Through longevity position tops out at \$77,079/year.
Benefits Information	Benefits Overview for Administrative Professional Position [https://hr.wwu.edu/files/2022-01/Benefits%20-%20Professional%20Staff.pdf] .
Application Instructions	A cover letter and resume are required and should address your experience related to the position responsibilities and the required and preferred qualifications. Please include the names and contact information of three professional references. References will only be contacted for finalists, with notice provided beforehand.
Closing Date Notes	Application review begins April 15, 2024; position is open until filled.

Western Washington University (WWU) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, WWU does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. See WWU's Policy on [Ensuring Equal Opportunity and Prohi](#)

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Annual Security and Fire Safety Report: This report is provided pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("The Clery Act"). It includes statistics for the previous three calendar years concerning reported crimes that occurred on Western's campus; in certain off-campus buildings or property owned or controlled by Western; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report in printed or alternate formats by contacting the Office of the Vice President for Enrollment and Student Services at vpsa.office@wwu.edu. The report can be found at: [Annual Security and Fire Safety Report \[https://vpess.wvu.edu/files/docs/ASRCleryreport.pdf\]](https://vpess.wvu.edu/files/docs/ASRCleryreport.pdf) .

All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires which includes a [sexual misconduct background check \[https://hr.wvu.edu/sexual-misconduct-background-checks\]](https://hr.wvu.edu/sexual-misconduct-background-checks) .

