

Assistant Director - Multicultural Center

Salary: \$49,976.00 - \$66,634.00 Annually

Job Type: FT Exempt Salaried Staff

Job Number: FY2402877

Closing: 7/16/2024 11:59 PM Mountain

Location: 800 W University Parkway, Orem

Division: Student Services

Position Announcement

Utah Valley University is seeking an Assistant Director! Working under the direction of unit leadership, the Assistant Director supports all aspects of the intercultural unit focused on cultural education, celebration, awareness, and engagement. The role involves close collaboration with campus units to ensure exceptional care in student referrals to individual support and services, as well as overseeing and enhancing cultural events and programs.

Summary of Responsibilities

- **Department Leadership:** Assists in the development and implementation of department strategy, planning, and assessment. Oversees cultural events focused on education, celebration, engagement, and awareness. Under direction from leadership and complying with institution, state, and federal guidelines, assist in conceptualizing, planning, and executing, cultural events which foster student belonging and community. Utilizes campus and department systems/databases for department management, data collection, and student tracking. Compiles content for department webpages, marketing materials, etc. Acts in place of Director, when assigned.
- **Staff Management:** Supervises full-time and part-time staff by managing day-to-day operations. Facilitates one on one and group meetings. Assists Director in monitoring professional development. Enforces policy and procedure to ensure compliance. Conducts regular performance evaluations providing constructive feedback and praise. Hires and onboards new employees including full-time and part-time staff. Terminates staff employment when necessary.
- **Program Oversight:** Assists Director in designing programs that operationalize unit objectives. Compiles research findings related to cultural education, engagement, awareness, and appreciation. Manages effective activities for successful program execution and sustainability. Manages the tracking of assessment data generating department reports. Monitors allocated budget Evaluates events, activities, etc. for any risk management needs or concerns.
- Other duties as assigned.

Minimum Qualifications

Bachelor's degree from an accredited institution is required, plus two years' experience related to the job description.

Preferred Qualifications:

- Graduate degree in related field.
- 2-5 years of related experience.
- Spanish and multi-lingual proficiency allows us to better serve our students.

Knowledge, Skill, and Abilities

Knowledge

- Professional and/or lived cultural expertise
- Knowledge of planning, developing, and managing cultural education programs and events
- Knowledge of methods and practices of effective leadership principles and techniques, including mentoring, supervision, and management
- Knowledge of planning, developing, and coordinating student programs
- Knowledge of student development theory and practices

Skills

- Project and program management skills including conception, development, implementation, management, and evaluation
- Development of program learning outcomes and assessment
- Cultural education
- Creating a positive team environment through rapport-building, and collaboration
- Small and large group presentations
- Excellent project management, organization, time-management, prioritization, and planning
- Demonstrated versatile writing and editing skills.

Abilities

- Strategic and critical thinking
- Understand student needs and refer appropriately
- Demonstrated ability to initiate, develop, and maintain productive relationships with internal and external stakeholders
- Use multiple software and technology platforms to communicate and work effectively, ability to adapt to new tools effectively
- Manage meetings, group dynamics, and problem solving

- Ability to work with broad range of internal and external stakeholders to build affinity with UVU and department mission
- Ability to communicate professionally, effectively, and diplomatically, both orally and in writing with a diverse population of students, employees, and community members
- Ability to understand and follow policies and procedures and make appropriate application
- Ability to adjust to a variable work schedule including evenings, weekends, and occasional travel
- Ability to plan and deliver on the ethical distribution and use of fiscal, operational, and staff resources
- Demonstrated skill set centered on group dynamics, mentorship, and fostering positive team culture.
- Project and program coordination including conception, development, implementation, execution.
- Technological skills including, but not limited to, institution calendar, communication, event planning tools, Microsoft suite and ability to learn and adapt to changing technological platforms.
- Skills in public speaking and presentation to small and large groups

EEO Statement:

UVU employment decisions are made on the basis of an applicant's qualifications and ability to perform the job without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law.

To apply, please visit <https://apptrkr.com/5376669>

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