

Senior Director - Intercultural Engagement

Salary: \$69,388.00 - \$92,518.00 Annually

Job Type: FT Exempt Salaried Staff

Job Number: FY2402843

Closing: 8/22/2024 11:59 PM Mountain

Location: 800 W University Parkway, Orem

Division: Student Services

Position Announcement

Utah Valley University is looking for a Senior Director! This role involves overseeing and managing the daily operations of the Intercultural Engagement units, which emphasize cultural education, celebration, engagement, and awareness. The Senior Director will also serve as the primary representative for all intercultural units.

Summary of Responsibilities

- **Leadership:** Sets strategic vision for units focused on cultural education, celebration, engagement, and awareness. Leads coalition of unit leadership for strategy, planning, and assessment. Maintain high level oversight of cultural programming which fosters student belonging and community. Represent UVU and intercultural programs on and off-campus, collaborate with institution leadership to maintain compliance of cultural education, celebration, awareness, and engagement programming. Create and maintain productive relationships with strategic partners and stakeholders. Collaborates with assessment experts to ensure learning outcomes are meaningful, assessed, and adapted as needed. Responsible for budgets and the allocation of resources, aligning with UVU policy and procedure. Collaborates with Institutional Advancement partners to reach EverGREEN fundraising goals, as established by division leadership.
- **Staff Management:** Oversees the strategic planning and prioritization in alignment with unit, subdivision, division, and institution priorities and goals. Oversee recruitment, training, supervision, evaluation, and performance management of leadership. Emphasize professional development of staff to support continuous improvement. Creates policy and procedure to ensure compliance. Facilitates one on one and group meetings.
- **Program Oversight:** Designs strategic approach for intercultural engagement in compliance with HB261. Monitor and assess the planning and delivery of programs, including significant documentation and tracking needs. Approves unit learning outcomes. Monitors and applies research findings related to cultural education, engagement, awareness, and appreciation. Evaluates programming outcomes and impact and adjusts as needed for successful program execution and sustainability.

Oversees the evaluation and use of assessment data. Administers budgets, ensuring compliance with relevant policies and procedures.

- Other duties as assigned.

Minimum Qualifications

Graduate degree from a regionally accredited institution is required, plus five years of experience related to the job description.

Preferred Qualifications:

- Spanish and multi-lingual proficiency allows us to better serve our students.
- Graduation from an accredited institution with a master's degree in a related discipline plus years of progressively responsible professional experience.

Knowledge, Skill, and Abilities

Knowledge

- Professional and/or lived intercultural 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

- Organizational agility and navigation of complex social dynamics
- Evaluation of program learning outcomes and meaningful 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 and 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

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.

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