

Director - Multicultural Center

Salary: \$57,523.00 - \$76,697.00 Annually

Job Type: FT Exempt Salaried Staff

Job Number: FY2402845

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

Location: 800 W University Parkway, Orem

Division: Student Services

Position Announcement

Utah Valley University is seeking a Director for the Multicultural Center! Reporting to unit leadership, this role involves directing all aspects of the intercultural unit, focusing on cultural education, celebration, awareness, and engagement. The Director will also collaborate closely with campus units to ensure exceptional care in student referrals for individual support and services.

Summary of Responsibilities

- **Department Leadership:** Collaborates as unit leadership on department strategy, planning, and assessment. Develop cultural events focused on cultural education, celebration, awareness, and engagement. Under direction from leadership and complying with institution, state, and federal guidelines, conceptualize, design, budget, plan, execute, and assess cultural events which foster student belonging and community. Create and maintain productive relationships with strategic partners, collaborators, and stakeholders. Utilizes campus and department systems/databases for department management, data collection, and student tracking. Oversees department budgets and the allocation of resources, aligning with UVU policy and procedure.
- **Staff Management:** Oversees the strategic planning and prioritization of department resources in alignment with unit, subdivision, division, and institution priorities and goals. Oversee recruitment, training, supervision, evaluation, and performance management of staff. Identifies position performance metrics. Emphasize professional development of staff to support continuous improvement. With Sr Director, creates procedure to ensure compliance with policy. Facilitates one on one and group meetings.
- **Program Oversight:** Designs programs that operationalize unit objectives; adjusts as needed. Approves program learning outcomes. Assesses and applies research findings related to cultural education, engagement, awareness, and appreciation. Creates effective activities for successful program execution and sustainability. Administers allocated budget including the approval of expenditures, revenues, reconciliation, and

purchase negotiations. Evaluates events, activities, etc. for any risk management needs or concerns.

- Other duties as assigned.

Minimum Qualifications

Graduate degree from an accredited institution is required, plus three 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 multiple years of progressively responsible professional experience and/or any combination of higher education and/or equivalent experience as stated totaling ten years.

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

- 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 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.

To apply, please visit <https://apptrkr.com/5357226>

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