

**Job Title:** Director of Intercultural Life

**Department:** Student Life

**Classification:** Exempt

**Grade:** 13

**FTE/Working Schedule:** 1.0

**Position Overview:**

The Director of Intercultural Life is responsible for leading efforts centering on services of inclusion, student leadership development, cross-cultural programming and serves as a strategic partner between academic and non-academic departments.

This role focuses on campus programming targeted to increase awareness and understanding of topics related to race, inclusion, diversity, and equity. The Director serves as a key advisor to students, student organizations, various alumni and volunteer boards. In addition to representing the Division of Student Life on campus committees, the Director of Intercultural Life will supervise two professional staff and provide insight in supporting retention efforts of the college.

This position will require the person to be a part of the central on- call staff for the Division of Student Life and work occasional nights and weekends.

To succeed in this role, the Director will be a collaborative strategic leader, people-centered, equity-minded, and data driven in their program design.

**Essential Job Functions/Responsibilities:**

- Develop and implement programming that reflects the community's needs in collaboration with the Division of Student Life departments, student organizations, non-academic, and academic departments.
- Lead short-term & long-term strategic planning for the office, including routine assessment of operations, activities, and partnerships, to help make data driven decisions.
- Maintain and increase the persistence of students of color at Carleton through interdepartmental collaboration and offering programs and services specifically designed to help students adjust and thrive at the College.
- Support community and campus involvement with the Community, Equity, Diversity Initiative (CEDI), ACM Minority Concerns Committee and Multicultural Alumni Network (MCAN).
- Represent the Division of Student Life and Carleton College at key events, as needed, including, but not limited to: student and alumni events, community outreach efforts recruitment events, and regional/national association.
- Manage and maximize the office's fiscal resources to achieve its mission and goals.
- Provide direction and supervision to two professional staff members

**Education/Experience/Skills:**

**Required:**

- Master's degree and a minimum of 3 years of relevant experience in Higher Education.

- Current experience with managing financial resources effectively and efficiently.
- Experience with creating and leading programming to support students of color and cultivate community.
- Current or recent experience managing professional staff.
- Understanding of student development and college adjustment for students of color.
- Ability to work independently and in a team environment.

Preferred:

- Liberal Arts Education experience.
- Experience with Moodle, Google based applications and Workday or similar software applications.
- Administrative experience with management in designing, evaluating and leading services related to institutional inclusion, diversity and equity
- Current experience working with faculty and staff in a college or university.
- Excellent interpersonal and written communication skills.

*Must have the ability to understand and follow written and oral work instructions, operations, safety procedures, and hazardous labels.*

**Note:** This position description is not intended to be all-inclusive. Employees may perform other related duties to meet the ongoing needs of the organization.

**Review of applications** begins immediately and continues until the hire is complete. ***We accept only online applications.***

**Carleton College is an AA/EEO Employer:** We are committed to developing our staff to better reflect the diversity of our student body and American society. Members of underrepresented groups are strongly encouraged to apply.

**Staff Salary and Benefits:** The selected finalist's salary will be based on the candidate's qualifications, internal pay structure, and our overall compensation package. Carleton offers a generous benefits package, including comprehensive medical, dental, and vision insurance, 403(b) retirement plans with a 10% employer contribution with immediate vesting, a health savings account with a college contribution, a generous paid time off package, as well as access to many other campus amenities.

Founded in 1866, Carleton College is a private, coeducational liberal arts college of roughly 2,000 students located in the historic river town of [Northfield, Minnesota](#). Nationally recognized as the nation's top college for undergraduate teaching, Carleton is known for its academic rigor, intellectual curiosity, and sense of humor. Carleton offers [33 majors and 38 minors](#) in the arts, humanities, natural sciences, mathematics, and social sciences.