



## POSITION DESCRIPTION Pacific University

**Forest Grove, Oregon**

Campus location

**Senior Dir. Student Inclusion**

Position Title

**Exempt, 1.0 FTE**

Exempt/Non-Exempt

Pay Grade

**Student Affairs**

Department

**Dean, Student Engagement and Inclusion**

Reports to (title)

**June 2024**

Effective date of position description

*Pacific University achieves excellence and distinction by investing in exceptional people to think, care, create, and pursue justice in our world. We embrace discovery in a close nurturing environment that leads to genuine transformation. Our community is diverse, sustainable, and dedicated to discovery and excellence in teaching, scholarship and practice.*

*At Pacific University we thrive in an extraordinary environment, surrounded by the beauty of the great Pacific Northwest, with campus locations in [Forest Grove](#), [Hillsboro](#), [Eugene](#), and [Woodburn](#). We humbly acknowledge and thank the original caretakers of the lands on which we live, work, teach, acquire and share knowledge.*

### **GENERAL DESCRIPTION OF POSITION:**

Student Engagement and Inclusion comprises several student-focused co-curricular programs, including: undergraduate and graduate student governments; Outdoor Pursuits; Student Multicultural Center; Center for Gender Equity; Hawai'i, LatinX, and additional outreach programs for students from historically marginalized groups. The Senior Director for Student Inclusion provides leadership- especially equity, diversity, inclusion and accessibility professional development (EDIA)- to professional staff members in this area, leadership on the area's overall efforts to foster the success and retention of students from marginalized backgrounds, and day-to-day direction of the Student Multicultural Center.

To equitably and inclusively foster all our students' sense of belonging, the Senior Director plays a critical leadership role in facilitating a shared vision for developing and assessing the programs in this area. Reflecting the intersecting and unique development needs of students from many cultural and identity-based groups, the Senior Director facilitates strategic collaboration, and equitable and sustainable use of resources in this area. Through program development informed by theory and

evidence-based practice, strategic goal setting and assessment with Student Affairs and the Office of Equity, Diversity, Inclusion, & Accessibility (EDIA), in shared work with colleagues and students– the Senior Director promotes our institutional commitment to a diverse community that pursues justice.

This is a full-time, in-person (not remote) position based on the Forest Grove Campus.

**Candidates are encouraged to apply by September 22 at 5 PM. The position will remain open until filled. For more information and to apply, click [here](#).**

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Lead, guide, and supervise student cultural resource center and outreach program professional staff (currently four directors).
- Advise the Cultural Community Council, which is a board of the Undergraduate Student Senate, to facilitate shared student governance of the student cultural resource centers and their programs, including advising and supervising the students who are elected and selected to lead the Cultural Community Council.
- Facilitate or co-coordinate with stakeholders, workshops and intergroup dialogue opportunities, that further campus capacity for inclusion and the pursuit of justice. Develop and assess co-curricular EDIA development opportunities for students in collaboration with the Office for EDIA.
- Lead the Engagement and Inclusion professional staff in developing a unified approach to peer mentoring for students served by the centers and outreach programs. This includes oversight of the recruitment and training of peer mentors, assignment of mentees, resource materials for affinity spaces, and program assessment.
- Assist in and advance strategic and equitable calendaring of cultural events and celebrations with Cultural Community Council, student cultural resource centers and outreach programs, and relevant stakeholders.
- Support development and assessment of programming and events that enhance campus understanding of cultures, heritages, and identities that are most underrepresented in our current program offerings or among our students' backgrounds.
- Guide and assist student organization leaders in following University policies regarding hosting events, advertising activities, and financial expenditures.
- Recruit, train, and supervise, a team of student workers to support day-to-day Student Multicultural Center operations.
- Catalog the development and maintenance of culturally-relevant resources for students, both on-campus and with relevant off-campus community organizations.
- Serve as a member of the student orientation core planning team, which includes facilitating the scheduling and development of culturally-responsive orientation programming with colleagues, including opportunities for students to build communities with returning students, faculty, and staff.
- Addresses student concerns according to institution procedure, including consulting with supervisor, keeping appropriate documentation, referring to appropriate processes, and

follow-up according to job scope. This position does not provide confidential mental health services or academic advising.

- Provide ongoing guidance or intervention to students in specific cases as directed by supervisor, or through the Care Team (the university's behavioral intervention team) or bias response processes.
- In collaboration with the Offices of the Vice Presidents for EDIA and Student Affairs, advocate for and consult on more inclusive, equitable, and culturally-responsive policies, practices, and campus resources for students.
- Administer the Student Multicultural Center budget; provide oversight on other student cultural resource center and outreach program budgets.
- Serve on student affairs and university committees and task forces as relevant, e.g., University Diversity committee.
- Participate in ongoing student affairs assessment activities, including campus climate assessments with the Office of EDIA.
- In concert with Engagement and Inclusion area professional staff, develop shared outreach and communication strategies to involve students in activities of the student cultural resource centers.

### **SECONDARY FUNCTIONS:**

- Provide back-up and support to other members of the Student Affairs team as needed.
- Support Student Affairs programming such as Orientation, Convocation, and Commencement.
- Participate in the Student Affairs on-call rotation as appropriate.
- Provide summary reporting and information as requested.
- Contribute to strategic planning, training of staff, and professional development within Student Affairs.
- Perform other related duties as assigned.

### **EDUCATION AND/OR EXPERIENCE:**

#### **Required:**

- At least five years of relevant experience in student affairs or similar setting, including experience with equity work.
- At least three years prior experience advising or developing culturally-responsive resources for students from historically underrepresented or marginalized backgrounds.
- Prior experience advising student organizations, event planning, and facilitating workshops about topics in equity and inclusion.
- Master's degree in related field (e.g., student affairs, education, social work, ethnic studies, etc.); equivalent work and training experiences may be considered in lieu of a Master's degree.

#### **Preferred:**

- Experience supervising other student affairs professionals.
- Additional advanced training, professional development, or education in EDIA work.
- Language or cultural proficiency that supports Pacific University's students. Pacific University is an AANAPISI-designated and emerging HSI institution; languages or cultures that specifically support these populations are a plus, e.g., Hawai'i Pidgin, Hawaiian, Spanish.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrable commitment to equity, diversity and inclusion.
- Knowledge of student development theory, student services best practices, and assessment practices relevant to higher education.
- Ability to be student-centered and engage students to build trust and involvement.
- Must be capable of maintaining ethical and legal standards of confidentiality and privacy.
- Ability to work effectively with a wide range of constituents, including students, staff, faculty, and community members.
- Ability to meet deadlines, be detail-oriented, and work independently as well as part of a team.
- Effective communication skills, including ability to make presentations and facilitate group discussions.
- Ability to perform regular program evaluations, with input from student participants and other stakeholders.
- Flexibility and ability to work independently in program development and maintenance, and also to collaborate effectively with interdisciplinary teams.
- Must be able to work occasional flexible hours, evenings or weekends as needed, to support student programming and events.

**SUPERVISOR RESPONSIBILITY:**

- Currently supervises four professional staff members and student employees.

**WORKING CONDITIONS:**

Typical office environment. Flexible schedule with expectation to work evenings and weekends to support and supervise student activities.

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***NOTICE OF NONDISCRIMINATION POLICY*** | *It is the policy of Pacific University not to discriminate on the basis of sex, physical or mental disability, race, color, national origin, sexual orientation, age, religious preference or disabled veteran or Vietnam Era status in admission and access to, or treatment in employment, educational programs or activities as required by Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans with Disabilities Act of 1990, or any other classification protected under state or federal law, or city ordinance. Questions or complaints may be directed to the Vice President for Academic Affairs, 2043 College Way, Forest Grove, OR 97116, [provost@pacificu.edu](mailto:provost@pacificu.edu).*