

Associate Dean and Director, Native American Cultural Center

- **Schedule: Full-time**
- **Job Code: 7507**
- **Employee Status: Regular**
- **Grade: K**
- **Requisition ID: 104968**
- **Work Arrangement: Hybrid Eligible**

The Native American Cultural Center's (NACC) mission is to champion Indigenous excellence, foster leadership development, and promote wellness. The NACC anchors events, programs, lectures, performances, meetings, and conversations around Native issues. For students, it is a place to learn, grow, relax, celebrate, meet friends, find support, get advice, and nurture community. It is home to over 400 Indigenous-identifying students representing more than 50 Native nations and island communities and is a welcoming place to others on campus and beyond.

The NACC is proud to be part of the Centers for Equity, Community, and Leadership (ECL), under the umbrella of the Vice Provost for Student Affairs. The Centers consist of the Asian American Activities Center, Black Community Services Center, El Centro Chicano y Latino, First Generation and/or Low-Income Student Success Center, Markaz Resource Center, Native American Cultural Center, Queer Student Resources, and Women's Community Center. Each Center promotes diversity, inclusion, and respect and empowers students to thrive.

JOB PURPOSE:

Reporting to the Assistant Vice Provost for Inclusion, Community, and Integrative Learning (ICIL), the Associate Dean and Director of the Native American Cultural Center (NACC) is the chief administrator for the NACC at Stanford. The Associate Dean and Director provides strategy, vision, and direction for the center and serves as a campus partner and advocate with all sectors of the university, including faculty, senior administrators, academic departments, administrative offices, staff and alumni. The Associate Dean and Director of the NACC is the primary conduit between and among university offices and departments with particular attention to advocating for the Native American, Alaska Native, Native Hawaiian and Indigenous Pacific Islander community, including both undergraduate and graduate students on campus. Primary responsibilities of the Associate Dean and Director include strategic planning, assessment, and identifying the evolving needs and concerns of indigenous students and conceptualizing and implementing programs, resources and services that address these needs and concerns. The Associate Dean and Director must also be attuned to the dynamics between the individual, the institution, and the home environment of students. This role also includes working directly with and advising students, managing and advising other professional employees, including managers, and being able to advance the needs of this community as well as a broader vision and definition of diversity, equity, leadership, and community.

CORE DUTIES:

- Provide vision and strategic direction for and manage the Center, including forecasting, planning, and managing program budgets.
 - Develop, implement, and manage long-range budget and strategic plans.
 - Lead strategic planning and assessment to identify and address the evolving needs and concerns of undergraduate and graduate students served by the center.
- Identify, clarify, and resolve complex, high-impact issues that span multiple university areas, using advanced technical expertise and professional knowledge that require broad discretion and judgment.
 - Participate in the development and implementation of university policies to ensure student success, e.g. mental health, well-being, academic success, retention and graduation.
 - Serve on University committees, working groups, and task forces as appropriate to advance the center's mission.
- Develop, analyze, oversee, and measure the effectiveness of programs and tools for the delivery of student services or programs.
 - Conceptualize, develop, and implement quality student programs designed to promote student's educational, social, cultural, and leadership development.
- Advise individual students on a range of issues, including but not limited to academic, personal, and organizational issues:
 - Resolve multi-dimensional matters in response to students in crisis or at risk, including helping students navigate sensitive and confidential issues.
 - Refer students to campus partners and resources where appropriate.
- Manage the work of the NACC's career staff team, and student employees, processes, and projects, to implement the strategic goals of the unit, department, or school, including hiring/termination decisions, coaching and mentoring, training, goal setting, managing performance, compensation planning, and staffing levels.
- Manage the direction of internal administrative policy development for programs and operations. May serve as an advisor to the Assistant Vice Provost on programmatic and policy development.
- Interpret, implement and ensure compliance with university, academic and administrative policies within Student Affairs and NACC. Recommend new internal policies, guidelines and procedures. Direct process improvement.
- Represent and advocate for department programs and initiatives at senior-level meetings, conferences, and to both internal and external stakeholders.
 - Participate in Vice Provost for Student Affairs divisional meetings and development activities and complete special projects as assigned.
- Identify, manage relationships, and negotiate with external and internal partners.
 - Collaborate with other offices to impact the quality of undergraduate and graduate student life, including CAPS, Graduate Life Office, Vice Provost for Undergraduate Education, Vice Provost for Graduate Education, Diversity & First Generation, Admissions, Stanford Alumni Association, schools and academic departments.
- Note: Not all unique aspects of the job are covered by this job description.

MINIMUM REQUIREMENTS:

Education & Experience:

Required

- Bachelor's degree and eight years of relevant experience, or combination of education and relevant experience.

Preferred

- Advanced degree is preferred
- Student affairs, academic, or work experience related to the fields of education, social work, community organizing, race & ethnic studies, counseling psychology, or other work and training in the social sciences with a focus on access and belonging.

Knowledge, skills, and abilities:

- Knowledge, understanding, and experience with Native American, Alaska Native, Native Hawaiian, Indigenous Pacific Islander, and Central and South American Indigenous students and communities and an ability to conceptualize, create, and implement relevant programming and advice in this area.
- Student development knowledge and experience in student affairs or within a higher education setting is strongly preferred.
- Knowledge of the challenges faced by undergraduate and graduate students in a highly selective residential institution and ability to assist students in navigating this environment.
- Demonstrated ability to work collaboratively with and gain support from a broad and diverse array of constituents, including students, staff, faculty, alumni, parents, community members, and visitors is essential.
- Excellent verbal and written communication skills, including the ability to clearly and effectively communicate with internal and external audiences, campus partners, various constituents (faculty, staff, alumni, students), and with all levels of management.
- Strong analytical skills to review and analyze complex financial information.
- Strong leadership and strategic management skills.
- Demonstrated experience managing people.
- Strong computer and technology skills, including experience with Microsoft Office Suite, Google Docs, Zoom, Slack, or similar collaboration tools

PHYSICAL REQUIREMENTS:

- Frequently sit, perform desk-based computer tasks.
- Occasionally stand, walk, twist, use fine manipulation, grasp, use a telephone, write by hand, sort and file paperwork, lift, carry, push, and pull objects that weigh up to 10 pounds.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.

- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu/>.

The expected pay range for this position is \$130,949 - \$145,000 per annum.

Stanford University provides pay ranges representing its good faith estimate of what the university reasonably expects to pay for a position. The pay offered to a selected candidate will be determined based on factors such as (but not limited to) the scope and responsibilities of the position, the qualifications of the selected candidate, departmental budget availability, internal equity, geographic location, and external market pay for comparable jobs.

At Stanford University, base pay represents only one aspect of the comprehensive rewards package. The Cardinal at Work website

(<https://cardinalatwork.stanford.edu/benefits-rewards>) provides detailed information on Stanford's extensive range of benefits and rewards offered to employees. Specifics about the rewards package for this position may be discussed during the hiring process.

How to apply:

We invite you to apply by clicking on the "Apply for Job" button. To be considered, please submit your résumé and a one-page cover letter along with your online application. For full consideration, please apply by the following dates: Dec 2, 2024 for Priority review round. Jan 6, 2025 for Second review round.

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and unique perks empower you with:

- **Freedom to grow.** We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- **A caring culture.** We provide superb retirement plans, generous time-off, and family care resources.
- **A healthier you.** Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- **Discovery and fun.** Stroll through historic sculptures, trails, and museums.
- **Enviably resources.** Enjoy free commuter programs, ridesharing incentives, discounts and more!

The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

Consistent with its obligations under the law, the University will provide reasonable accommodations to applicants and employees with disabilities. Applicants requiring a

reasonable accommodation for any part of the application or hiring process should contact Stanford University Human Resources by submitting a [contact form](#).

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.