

Job ID 365351

Full/Part Time Full-Time

Location Twin Cities

Regular/Temporary Regular

Job Family Student Services

Job Code 9363AC

Employee Class Acad Prof and Admin

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About the Job

The Director of the Multicultural Center for Academic Excellence reports to the Associate Vice President for Institution Engagement and Education Justice of the Office for Equity and Diversity (OED) and works closely with the Office of Equity and Diversity Vice President. The Director oversees the development of strategic partnerships that support campus-wide support initiatives for multicultural students who hold intersectional identities along race, ability, gender, sexual orientation, gender identity, and socioeconomic status. MCAE's director leads the visioning, strategic planning, and programmatic agenda for the unit, and partners with institutional colleagues on enhancing multicultural student support initiatives.

This is a 100%, 12-months annually renewable appointment in the academic administrative personnel series (job code 9363AC, Student Services Manager 3-Student Advocacy and Support).

Duties and Responsibilities:

Provide vision, direction, and support for MCAE

- Establish short and long-term strategic plans for MCAE, in consultation with OED senior leaders, in the areas of campus representation, inclusion, and multicultural student academic success and advocacy.
- Develop a detailed budget to support MCAE strategic initiatives in consultation with finance and budget colleagues.
- Create, sustain, and continuously cultivate institutional, system, and community relationships and collaborations (i.e., with admissions, academic, counseling, and career services units) with the goal of enhancing multicultural student support initiatives.
- Develop and implement programs and initiatives that provide multicultural students with skills to navigate a Predominantly White Institution with the goals of increasing retention and graduation rates.
- Implement holistic support frameworks aimed to ensure multicultural students/learners achieve their intellectual and academic goals.
- Partner with OED and Foundation colleagues in the cultivation of philanthropic efforts to support MCAE.
- Prepare briefs, reports, talking points for senior leaders highlighting MCAE's efforts in support of our multicultural students.
- Design and implement a robust evaluation and assessment plan for MCAE programming and initiatives.
- Lead the recruitment, hiring, onboarding of MCAE's staff; provide supervision, mentoring, coaching, and evaluation of staff members; lead team-building efforts.
- Assist in the recruitment, hiring, and implementation of MCAE's office interns and Living Learning Community peer mentors.
- Represent MCAE and serve as internal and external ambassador to multicultural students' interests; attend events and programs on campus, particularly those being held by multicultural student organizations.
- Provide on-going support, feedback and direction for existing and developing programs in the Multicultural Center for Academic Excellence.
- Establish and share best practices to support multicultural students in the classroom
- Develop and implement a strategic marketing and outreach plan focused on campus-wide marketing of MCAE services, mission, and resources.
- Serve on appropriate University committees and as a member of the Leadership Team in the Office for Equity and Diversity.
- Engage in work consistent with the mission of the Office for Equity and Diversity to create and sustain a campus environment that values and actively supports a pluralistic community.
- Serve as an effective spokesperson and ambassador for MCAE to multicultural external and internal constituents (i.e., student, staff, and faculty affinity groups/spaces)
- Coordinate the instruction of two sessions of LEAD 1691W Personal Leadership at the University in collaboration with the Leadership Minor.
- Maintain administrative systems such as databases and electronic and paper filing systems.
- Create procedures and infrastructure for general operations of the physical spaces.
- Manage the appropriate level of access to internal information for staff and Interns.
- Respond to incidents reported by staff and Interns, communicate with other unit staff as needed, and elevate to higher offices when necessary.
- Serve as the Department Facilities Representative, submitting Facilities Management requests, managing keys, creating and maintaining safety procedures, and communicating with other DFRs in Appleby Hall.

PAY RANGE: \$87,000-\$100,000

WORK MODE: Primarily on campus during the academic year

Qualifications

Essential Qualifications:

- Bachelor's Degree and ten years of full-time experience working with underrepresented students in an educational setting or a Master's degree with at least 8 years of experience working with students who come from marginalized communities, and/or who have had limited access to higher education
- Demonstrated understanding of multicultural students in a college or University setting (addressing academic, financial, personal, social, and cultural needs)
- Demonstrated experience developing initiatives aimed to support diverse students and groups, not limited to:
 - American Indians/Native Americans and Indigenous people; people of color, including underrepresented groups and new immigrant populations; people with both visible and invisible disabilities; people across faiths, religions, spiritualities, and those who are agnostic and atheists; women; people of various gender a sexual identities and expressions; first generation students and those from economically disadvantaged backgrounds
- Experience supervising and mentoring staff
- Experience administering higher education programs and managing budgets

Preferred Qualifications:

- Ph.D. or comparable terminal degree in Higher Education or related field

- Five years of full-time experience working on a college or university academic setting
- Teaching at collegiate level+

About the Department

The Multicultural Center for Academic Excellence (MCAE) is a community-based space focused on the academic experiences of first-generation students, students of Color, and American Indian students. MCAE supports students from the beginning of their time at the university to achieve their academic aspirations.

Pay and Benefits

Pay Range: \$87,000-\$100,000; depending on education/qualifications/experience

Time Appointment: 100% Appointment

Position Type: Faculty and P&A Staff

Please visit the [Office of Human Resources](#) website for more information regarding benefit eligibility.

The University offers a comprehensive benefits package that includes:

- Competitive wages, paid holidays, and generous time off
- Continuous learning opportunities through professional training and degree-seeking programs supported by the [Regents Tuition Benefit Program](#)
- Low-cost medical, dental, and pharmacy plans
- Healthcare and dependent care flexible spending accounts
- University HSA contributions
- Disability and employer-paid life insurance
- Employee wellbeing program
- Excellent retirement plans with employer contribution
- [Public Service Loan Forgiveness \(PSLF\)](#) opportunity
- Financial counseling services
- Employee Assistance Program with eight sessions of counseling at no cost
- [Employee Transit Pass](#) with free or reduced rates in the Twin Cities metro area

How To Apply

Applications must be submitted online. To be considered for this position, please click the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position and MUST attach the following:

- a cover letter
- resume
- list of three professional references with their contact information

Additional documents may be attached after application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section.

Deadline: December 1, 2024.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-8647.

Diversity

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>

Employment Requirements

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.