

Director of Asian Pacific American Cultural Center

Posting Details

Posting Detail Information

Working Title	Director of Asian Pacific American Cultural Center
Position Location	Fort Collins, CO
Work Location	Position is fully in-office/in-person
Research Professional Position	No
Posting Number	202402144AP
Position Type	Admin Professional/ Research Professional
Classification Title	Project/Prgm Mngmt I
Number of Vacancies	1
Work Hours/Week	40
Proposed Annual Salary Range	\$80,000-\$82,000
Employee Benefits	<p>Colorado State University is not just a workplace; it's a thriving community that's transforming lives and improving the human condition through world-class teaching, research, and service. With a robust benefits package, collaborative atmosphere, commitment to diversity, equity and inclusion, and focus on work-life balance, CSU is where you can thrive, grow, and make a lasting impact.</p> <ul style="list-style-type: none">• Review our detailed benefits information here.• Explore the additional perks of working at CSU here.• For the total value of CSU benefits in addition to wages, use our compensation calculator.• Lastly, click here for more information about why Fort Collins is consistently ranked in the top cities to live in!

Desired Start Date

Position End Date (if temporary)

To ensure full consideration, applications must be received by 11:59pm (MT) on

01/12/2025

Description of Work Unit

The Asian/Pacific American Cultural Center (APACC) Is part of the Office of Inclusive Excellence, specifically one of seven Cultural Resource Centers (CRCs) that support underrepresented students at Colorado State University (CSU). APACC supports Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid students with their transition to CSU and throughout their academic careers by providing support and encouragement for their academic, professional, cultural, and personal development.

The University's commitment to Inclusive Excellence (IE) is a longstanding one that reflects our role and mission as a land grant institution and recognizes the work that is needed to precipitate change. Within the Office for Inclusive Excellence (OIE) our goal is to foster and maintain an

environment where all members of the University community are welcomed, valued, and affirmed. We achieve this by focusing on the following areas:

- Increase recruitment, retention, and promotion of faculty, staff and students from historically marginalized and underrepresented populations;
- Partner with other CSU units to ensure students are more culturally competent and have skills to enter into a diverse global workplace;
- Improve the university climate for inclusion;
- Enhance effectiveness of curriculum, educational programs, and research, with regard to diversity and inclusion, and
- Increase outreach and engagement with external communities

APACC creates programs that offer cross-cultural perspectives through partnerships with other Cultural Resource Centers (CRCs). This exchange via cooperative planning allows APACC to support all University services. Above all, this inclusive atmosphere committed to cultural and social awareness allows students, staff, alumni, and community members to be united in the pursuit of a better future.

APACC provides programs and services to support the retention, graduation and success of all students. The office contributes to an inclusive campus environment by providing resources for Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, and transracial adoptee awareness and education.

APACC assists students who identify as or with the Asian Pacific Islander Desi American (APIDA) and Southwest Asian North African (SWANA) culture with their transition to CSU and throughout their academic careers by providing support and encouragement for their academic, professional, cultural, and personal development. APACC creates mutual opportunities and promotes programs that offer cross-cultural perspectives through partnerships with other Student Diversity Programs. This exchange via cooperative planning allows APACC to support all University services. Above all, this inclusive atmosphere committed to cultural and social awareness allows students, staff, alumni and community members to be united in the pursuit of a better future. APACC provides programs and services to support the retention, graduation and success of students. The office contributes to an inclusive campus environment by providing resources for **Asian Pacific Islander Desi American (APIDA) and Southwest Asian North African (SWANA)** awareness and education.

Position Summary

The Director of the Asian Pacific American Cultural Center (APACC) is a full-time, 12-month, Administrative Professional position reporting to the Assistant Vice President for Strategic Student Success Initiatives in the Office for Inclusive Excellence. APACC staff is comprised of an Assistant Director, Student Success Coordinator and student staff and volunteers.

The Director oversees all programs, services, and operations of the cultural center, applying forward thinking leadership on behalf of the students based in awareness of current and relevant topics within the Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid communities on campus and in the broader society that impact CSU students.

A signing bonus of \$2000 may be available for successful, eligible candidates.

Required Job Qualifications

- Master's degree in Student Affairs, Sociology, Social Work, Asian American Studies, Ethnic Studies or a related area.
- Five years professional, full-time experience in an administrative/educational leadership position in higher education.
- Demonstrated ability to understand and articulate current and historic Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid related needs and concerns from a social justice perspective that includes the intersections of race, ethnicity, nationality, sexuality, class, disability, gender and other significant aspects of identity.
- Demonstrated experience working with, and ability to relate effectively to, Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid students as well as all students, faculty, staff, alumni, and other campus constituents.
- Demonstrated knowledge of common academic retention, transition, and cultural and career concerns of Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid students, their families, and their communities.
- Demonstrated experience implementing and evaluating student success initiatives from a culturally responsive and equity minded approach and initiating appropriate strategies and resources necessary to achieve increased student retention and graduation rates.
- Demonstrated experience with coordination, planning and facilitation of social justice educational programming on topics related to intersectionality, power, privilege and

oppression across multiple identities (i.e. race, ethnicity, gender, sexuality, class, disability, etc.)

- Demonstrated experiences working with diverse student populations (i.e. race, ethnicity, sexuality, gender, etc.)
- Demonstrated experience supervising professional staff and students.

Preferred Job Qualifications

- Strong interpersonal skills necessary to interact with the general public, such as a diplomatic approach to problem solving and sensitivity to the needs and concerns of Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid students and the community.
- Experience building and expanding a community of support and advocacy including developing and providing mentoring, educational programming, resources and referrals for Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid students.
- Demonstrated success in working with faculty, staff and students in a higher education setting.
- Demonstrated experience working with alumni and donors.
- Personal and professional commitment to equity and inclusion as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes
- Demonstrated funding proposal and grant writing skills.
- Demonstrated experience in budget development, management, and fiscal reporting.
- Demonstrated verbal and writing skills, as represented through presentations, workshops, training, teaching, and public speaking.
- Demonstrated experience identifying learning outcomes and utilizing appropriate assessment techniques.
- Ability to translate and interpret effectively the Center's mission and philosophy to all members of the University community, acknowledging the important priorities of education and student development, provision of services and building a sense of institutional community.
- Ability to work evenings and weekends as necessary to best meet the needs of students.

Diversity Statement

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Essential Duties

Job Duty Category

Leadership and Team Management

Duty/Responsibility

- Serve as organizational leader and collaborative member of the APACC professional staff team.
- Serve as member of the Office for Inclusive Excellence Leadership Team (OIE), working closely with leadership across the division and Cultural Resource Centers.
- Provide leadership in developing and implementing the vision and mission of APACC and aligning efforts with priorities of the Office for Inclusive Excellence and the University's vision/mission.
- Supervise, hire, support, develop, and evaluate 2 full-time professional staff, with indirect supervision of a team of student staff/interns and graduate students.
- Develop annual budget and manage fiscal accounts for APACC's multiple budgets (i.e. state funding, gift accounts, scholarships).
- Serve as a campus leader and advocate for issues related to equity and social justice, leading with a lens centering Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid identities.
- Understand campus resources, policies and procedures and serve as a reliable and accurate source of information to current and perspective students and their families.
- Serve as an advocate for Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid students to ensure their needs and concerns of students are addressed, inside and outside of the classroom.
- Develop and support collaborative partnerships with campus departments and academic colleges to enhance the retention and graduation of Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid students.
- Provide comfortable environment to welcome Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid students in their multiple identities to foster a sense of belonging.
- Provide leadership and vision for APACC's Student Success programming and initiatives, such as leadership programming, signature events, end of year student recognition, K-12 outreach, and more.

Percentage Of Time 50

Job Duty Category Administration

Duty/Responsibility

- Administer and manage the center's organizational functions including office accounts, facility and equipment inventory and use, policy development and implementation, preparation of reports, publications, public relations, and proposal writing for external funding.
- Supervise department personnel effectively to ensure programs and services support the campus-wide strategy and mission of the department.
- Conduct ongoing assessment of the center's programs and effectiveness to improve outcomes.
- Provide support and guidance to university recognized student organizations and representatives in student government.
- Develop and support programs, policies and procedures to support student transition, retention and graduation.
- Responsible for payroll approvals and procedures.
- Participate in regularly scheduled divisional and center staff meetings.
- Participate in divisional and campus-wide committees for searches, projects, events and other activities.

Percentage Of Time 25

Job Duty Category Campus and Community Collaboration

Duty/Responsibility

- Seek, develop and obtain funding to support the mission and assist with operation of APACC and provide opportunities for student success.
- Initiate programs and events for alumni engagement.
- Build and enhance relationships with alumni and external constituents.
- Represent the University and Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid communities locally, regionally and nationally.
- Build strong partnerships with other campus and community leaders and key influencers to support Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid students and the center.
- Assist the community and campus on issues concerning Asian Pacific Islander Desi American (APIDA), Southwest Asian North African (SWANA), multiracial, transracial adoptee, and Third Culture Kid individuals and communities.
- Facilitate training and workshops for students, faculty and staff groups on a variety of topics related to social justice, race and intersections of identity.
- Initiate and/or collaborate on projects, programs, and activities throughout the Office for Inclusive Excellence, Division of Student Affairs, and campus divisions/colleges, including student recruitment and retention activities, major events, and professional development and leadership programs (e.g. APIDA & SWANA Heritage Month, annual retreat, and educational programs).
- Provide internship opportunities for undergraduate and graduate students to become involved in the APACC community.

Percentage Of Time 20

Job Duty Category Other Duties

Duty/Responsibility

- Special projects and programming support.
- Cross-train/backup for the Cultural Resource Center team as needed.
- Other duties as assigned and/or requested.

Percentage Of Time 5

Application Details

Special Instructions to Applicants

To apply, please upload a cover letter that addresses the required and preferred job qualifications, a resume, and the contact information for three professional references.

CSU is committed to full inclusion of qualified individuals. If you are needing assistance or accommodations with the search process, please reach out to the listed search contact.

References will not be contacted without prior notification to candidates. Please note, applicants may redact information from their application materials that identifies their age, date of birth, or dates of attendance at or graduation from an educational institution.

Conditions of Employment

Pre-employment Criminal Background Check (required for new hires)

Search Contact

Amber Sanchez, amber.sanchez@colostate.edu

EEO Statement

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions, and, in certain circumstances, marriage to a co-worker. The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity and equal access institution and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The [Office of Equal Opportunity](#) is located in 101 Student Services.

The Title IX Coordinator is the Director of the Office of Title IX Programs and Gender Equity, 123 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-1715, titleix@colostate.edu.

The Section 504 and ADA Coordinator is the Director of the Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836, oeo@colostate.edu.

The Coordinator for any other forms of misconduct prohibited by the University's Policy on Discrimination and Harassment is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, Co. 80523-0160, (970) 491-5836, oeo@colostate.edu.

Any person may report sex discrimination under Title IX to the [Office of Civil Rights, Department of Education](#).

Background Check Policy Statement

Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks for the finalist before a final offer. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

References Requested

References Requested

Minimum Requested 3

Maximum Requested 3

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Cover Letter
2. Resume

Optional Documents

