

JOB DESCRIPTION

Business Title: Assistant Dean and Associate Director

Department: Asian American Activities Center

Job Title: Student Services Officer 3

Job Code: 7503

Grade: I

Schedule: Full-time

Appointment: Continuing

For full consideration, please submit your application by 11:59 pm on February 10, 2025. Note: Applications should include both resume and cover letter for full consideration.

The Asian American Activities Center (A3C) serves as a critical hub on campus, building community among Asian and Asian American students, as well as faculty, staff, and alumni to foster greater understanding and awareness of the Asian experience in America and globally. We provide a welcoming space, resources, and programming to ensure the personal and academic success of all students, especially students who are from immigrant backgrounds, are the first in their family to attend college, and/or are from underrepresented ethnicities or other marginalized identities.

The A3C is proud to be part of the Centers for Equity, Community, and Leadership (ECL) within the division of Student Affairs. The Centers consists 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 works to promote diversity, inclusion, and respect; and empowers students to thrive.

The Asian American Activities Center seeks an Assistant Dean and Associate Director who will work collaboratively to provide innovative services and opportunities to support our diverse and vibrant population, while building a community that provides students with a sense of belonging, identity affirmation, purpose, empowerment, and leadership development.

The position supports the Director in strategic planning, works collaboratively to plan and implement facets of the center as it pertains to the mission, and oversees the daily operations of the Center.

The Center's core values are:

- **Collective liberation:** All our struggles are interconnected and we strive to work together in racial solidarity to combat white supremacy and systems of oppression in our ourselves, families, communities, and institutions.

- **Honor history:** We honor the struggle and legacy that came before, and commit to carrying the mantle of our ancestors forward.

- **Action-oriented:** We prioritize the exercise of agency and endeavor to put our reflections and learnings into action for the betterment of ourselves, families, and communities.

- **Intentional intersectionality:** We recognize and are intentional in addressing and incorporating the multitude of people's overlapping identities, oppressions, and lived experiences. This includes a willingness to self-examine and challenge our own biases.

We seek qualified candidates who support these values and the mission of the Center.

JOB PURPOSE:

Reporting to the Associate Dean and Scott J.J. Hsu Director of the Asian American Activities Center, the Assistant Dean and Associate Director supports Center strategic planning, works collaboratively to plan and implement facets of the Center as it pertains to the mission, and oversees the daily operations of the Center including facilities management, financial processes, public relations, and student outreach.

The Assistant Dean & Associate Director directs complex programs and operational functions in consultation with senior managers/leadership and identifies, clarifies, and resolves highly visible or multi-faceted issues with substantial significance and impact that may span multiple areas, using advanced technical and professional knowledge requiring independent judgment.

The Assistant Dean & Associate Director administers, implements and interprets university and department policies and procedures on issues regarding student life, academic services, identity, belonging, and more. The role is also charged with supervising students and implementing appropriate protocol and methods for addressing critical student issues and crisis.

The Assistant Dean & Associate Director provides leadership and advisement to the University on issues related to Asian, Asian American, and marginalized student community development and support. The positions networks with key contacts outside own area of expertise and often outside of the university.

CORE DUTIES:

- Manage an area and/or program(s) in student services, analyze effectiveness, make strategic recommendations, and design and implement new programs and services as needed.
- Work collaboratively with the A3C leadership team to plan, manage, and execute annual cultural, educational, and other flagship programs with university wide impact to meet the goals of the center.

- Support the execution of first-year student programs such as the Asian American Sib Program and Frosh Intern Program.

- Lead daily operations and administrative functions of the center

- Oversee all center facilities, including maintenance, operation, and reservation system for all meeting rooms, computer cluster, resource library, storage area, offices, and outdoor balcony space.

- Evaluate, manage, and make recommendations on technology needs and resources for the center, negotiate with resources options and vendors.

- Manage and implement HR policies and processes related to student staff hiring, training, and supervision. Oversee onsite work schedules, approve timecards.

- Lead the Center's public relations, communications, and outreach efforts, including the management of the A3C departmental website, social media channels, quarterly newsletter, and creation of collateral material.

- Manage financial processes and development of budgets

- Assist the Director in stewarding the center's overall budget

- Lead budgetary responsibilities, including forecasting of quarterly and annual expenses, budget allocation and tracking

- Approve and process all center expenses and transactions

- Lead all contract processing, vendor management, honoraria and other services payment

- Assist development efforts and donor relations, track donor gifts and lead annual donor recognition process, support Director to prepare stewardship reporting as needed

- Oversee key processes, including contribution and direction on policy and program content.

- Provide thought leadership and support the Director in strategic planning initiatives.

- Collaborate with A3C leadership team to assess student and community needs, propose corresponding programming and/or advocacy efforts.

- Document, evaluate, and recommend process improvements for center policies and procedures.

- Direct the work of other staff, contribute to development of staff training programs

- Directly supervise 4-6 student staff within programming and operational portfolio

- Indirectly supervise 25-30 student staff of the center with a focus on leadership development and skills building

- Lead the development and implementation of 3-day learning retreat for student staff focused on identity development, social justice, skills development and community building.

- Advise individual students on a range of issues including, but not limited to academic, career, and personal issues:

- Apprise and recommend students for research, fellowship, internships, and award grants.

- 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
- Advise and build the capacity of voluntary student organizations
 - Provide organizational, leadership, and policy advising, including guidance on university policies and community standards to 60+ student organizations
 - Assist in resolving inter-and intra-group conflicts
- May lead teams and projects that impact a significant unit of the university. Serve as a subject matter expert to other departments and represent the A3C at university meetings and events, including advocating for the needs of students, especially for marginalized Asian/Asian American populations, as needed.
 - Chair and/or participate in department or university committees, task forces, working groups, etc.
 - Serve as a campus partner and advocate within all functional areas of the university, including faculty, senior administrators, academic departments, administrative offices, staff, and alumni.

Note: 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.

MINIMUM REQUIREMENTS:

Education & Experience:

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

Preferred:

- Master's degree and three years of relevant experience, or combination of education and relevant experience.
- 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 of issues relevant to Asian American and/or Pacific Islander identity and history, social justice issues, and the ability to apply this knowledge in a higher education setting.

- Advanced 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 and problem-solving skills to review and analyze complex information.
- Advanced computer and technology skills, including experience with Microsoft Office Suite, Google Docs, Zoom, Slack, social media platforms, and Canva or similar marketing tools.
- Advanced interpersonal skills, including the ability to work with individuals and groups from various identities, cultures, and backgrounds.
- Excellent time management skills and ability to manage multiple priorities/projects.
- Understanding of and ability to administer financial processes such as financial transactions or reimbursements, data entry, understanding contract or vendor requirements, etc.
- Ability to ensure and apply compliance with legal, financial, and university policies and external regulations.
- Preferred: Program development and/or program management experience.
- Preferred: Supervisory experience and/or demonstrated ability to manage, train, and mentor the personal or professional development of others.

PHYSICAL REQUIREMENTS*:

- Frequently sit and 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.

**Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.*

WORKING CONDITIONS:

- This is a hybrid position requiring at least three days of onsite work per week and occasionally more as needed to meet student and departmental needs.
- Able to work some evenings and weekends, as needed.

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 \$105,087 – \$110,700. 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.

HOW TO APPLY

We invite you to apply for this position by clicking on the “Apply for Job” button. **To be considered, please submit your resume and a cover letter with your online application.** Please address the following questions in your cover letter:

Cover Letter Prompt: *Please include why you are interested and qualified for the position. Briefly describe what you think are the most pressing needs/challenges of Asian & Asian American students in higher education and how you would begin to address these needs as the Assistant Dean & Associate Director of the Asian American Activities Center.*

Applicants must submit a cover letter and resume with their application.

Why Stanford is for You

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 enriches 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 <https://cardinalatwork.stanford.edu/benefits-rewards/stanford-sweeteners> 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

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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.

To apply: <https://apptrkr.com/5915360>