Assistant Director, Center for Inclusion & Cross Cultural Engagement

**Definition of Class**
This is a professional position responsible for campus community outreach and development of student support services to foster multicultural awareness and cross cultural engagement. The incumbent designs and implements strategies to facilitate student success and support retention initiatives for underrepresented student populations; creates cross-cultural and diversity programs for students, faculty and staff; provides educational and cultural support to student organizations and leadership teams, and creates assessment tools for evaluation of programs and services. This position reports to the Director, Center Inclusion and Cross Cultural Engagement.

**Examples of Work Performed**
Develops programs and services that aid in the growth and retention of underrepresented student populations, fosters multicultural awareness and cross-cultural interaction among students faculty and staff.

Works with a wide variety of constituents to assess programmatic needs that support diversity issues.

Coordinates training opportunities for students and provides oversight for mentoring programs. Facilitates initiatives and cross-cultural interaction and promotes diversity.

Recruits, selects, and trains graduate staff and student workers.

Serves as a multicultural resource specialist and oversees an online and physical Multicultural Resource Library.

Coordinates the distribution of communication supporting diversity and inclusion.

Develops partnerships with departments and organizations campus-wide to support retention efforts for underrepresented student populations.

Assist with updating content and resources available on the departmental website.

Manages and maintains budgets for programming and retention initiatives to include oversight of purchases for student leadership teams and preparation of budget reports and updates.

Provides advising support and programming resources to student organizations and coordinates cross-cultural leadership development and training opportunities.

Designs materials to promote and encourage student participation and involvement in programming.

Collects, maintains and distributes statistical information regarding underrepresented student populations.

Creates assessment tools for evaluation of programs and services, assesses programs and utilizes information to enhance or develop new initiatives.

Collects, maintains and distributes statistical information regarding underrepresented student populations,

Assists with the coordination of History and Heritage Month programming.

Performs similar or related duties as assigned or required.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and implements strategies to foster multicultural awareness and cross cultural interaction.
2. Designs, implements, and coordinates student retention initiatives and cross cultural engagement.
3. Advises student organizations and serves as a liaison between student organizations and administration.
4. Coordinates assessment and evaluation of programs and services.
5. Manages and maintains assigned budgets.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements:
These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

   Vision: Requirements of this job include close vision.

   Speaking/Hearing: Ability to give and receive information through speaking and listening.

   Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is periodically required to use hands to finger, handle or feel objects. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

   Education:
   Master’s Degree in Student Affairs, Counseling, or a related field, from an accredited college or university.

   AND

   Experience:
   Three (3) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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