Assistant Dean of Students - Multi-Cultural Affairs and Volunteer Services

Definition of Class
This is a professional position in which the incumbent plans, promotes and assesses programs for volunteer opportunities and multi-cultural programs for students. Incumbent provides workshops and educational opportunities; coordinates events and activities; advises student groups in providing multi-cultural opportunities for the University community; and frequently makes decisions by exercising discretion and independent judgment. Reports to the Dean of Students.

Examples of Work Performed
Maintains educational resources for student groups.

Maintains communication with local agencies.

Attends meetings with local agencies. Analyzes programs to determine services for student groups.

Plans, coordinates, promotes, and evaluates service projects and fund raisers for student groups.

Recruits students and teachers for service projects or programs.

Advise students on issues relating to multi-cultural opportunities.

Develops and participates in fund raising activities for student projects, scholarships, and volunteer services.

Ensures student’s community services hours are met.

Represents the University at Black History committee meetings. Assists with coordinating Awards of Distinction.

Serves as liaison with the Office of International Programs and minority groups on campus.

Plans, coordinates, and conducts educational programs and workshops on diversity.

Updates and maintains a resource library.

Coordinates 24-hour Crisis Phone Response program.

Coordinates hiring and training of student workers.

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. Oversees, coordinates, and advises student groups performing volunteer services or participating in multi-cultural programs.

2. Coordinates and conducts educational programs relating to volunteer and community services.

3. Liaisons with community service organizations, minority groups, and the Office of International Programs.
4. Plans, coordinates, promotes, and evaluates service projects and fund-raising opportunities for student groups.

**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 25 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. The incumbent is periodically required to talk and hear. 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 from an accredited four-year college or university in higher education, sociology, southern studies, history or a related field.

  **AND**

- **Experience:**
  One (1) year 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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