

College of the Redwoods

Position Description

Position: Director of Multicultural Education Center	Position Number:
Department: Multicultural Education Center	FSLA: Exempt
Reports to: President	Salary Grade: 129

Summary

The Director of Multicultural Education Center is responsible for providing vision, leadership, and administration of the Multicultural Center. The Director supervises all operations and serves as the advocate for the Center's programs and needs. This position is contingent on continuation of categorical dollars.

Essential Duties and Responsibilities

The Multicultural Center provides comprehensive support to students by providing resources, information, and opportunities to support learning; empowering students' holistic, academic, and personal development; providing college skills coaching; creating an interactive role for students and their families within the college community and beyond; and fostering pride in College of the Redwoods.

The Director will:

- Manage programming, communications, and events for all students served by the Center so they have access to the support they need to succeed towards retention and graduation.
- Be responsible for building strategic partnerships with all departments and off campus organizations to build goodwill, fundraise, and elevate the public understanding of the unique populations served by the Multicultural Center. These strategic partnerships include building a system to track program-affiliated alumni past graduation and into the workforce.
- Envision, plan, and develop regular opportunities for alumni to engage and give back to College of the Redwoods in the form of time (volunteering) or financial gifts (fundraising). These opportunities should be collaborative across all campus departments, programs, and divisions.
- Develop, implement, and assess programs and support services specifically for underrepresented students served by the MEC including but not limited to all first-generation college students, undocumented students, immigrants, LGBTQ students and groups of students who may need guidance in transitioning or navigating college systems for a successful experience and timely graduation.
- Provide leadership, supervision, and conduct evaluations on the assigned managers/staff
- Oversee assigned budget requiring coordination of assigned categorical, general funds, and foundation resources.
- Assist in the development of grant proposals.

- Serve as the undocumented liaison for the District.
- Serve as liaison between the College and the community.
- Perform other duties as assigned.

Qualifications

Knowledge and Skills

- Strong interpersonal and communication skills and working knowledge of public relations, marketing strategies, and event planning.
- Ability to establish and maintain effective working relationships with students, college administration, faculty, and staff and build successful community partnerships with other educational institutions, businesses, or non-profit foundations.
- Strong management skills.
- Excellent organizational, creative, and strategic skills.
- Appropriate judgment and problem-solving skills.
- Ability to successfully perform the duties of the position.
- Commitment to maintaining a welcoming and inclusive environment with all students, colleagues and members of the community.

Abilities

- Possess excellent oral and written communication skills.
- Demonstrated ability to act independently and be innovative and creative.
- Foster open communication among division/department, programs and services.
- Bilingual speaking ability.

Physical Abilities

Position requires sufficient ambulatory ability to stand and walk for extended periods of time; bend and stoop on an intermittent basis; to carry or lift light to medium weight objects on a frequent basis (up to 50 lbs. unassisted). Requires visual acuity and depth perception, arm-hand-finger dexterity, and hand-eye coordination to operate control panels and keyboards. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

Education and Experience

Earned Master's degree from an accredited institution in an area appropriate to the responsibilities of the position. Minimum of at least one (1) year of experience in management in a multicultural educational center or equivalent experience. Experience working in community college and university settings. Must have bilingual experience.

Licenses and Certificates

CA Driver's License