

College of the Redwoods

Position Description

Position: Director of Multicultural and Diversity Center	Position Number:
Department: Multicultural and Diversity	FSLA: Exempt
Reports to: Dean of Students	Salary Grade: 129

Summary

Under the direction of the Dean of Students, the Director of Multicultural and Diversity Center is responsible for providing leadership to the MDC and making it a vibrant pivotal space for diversity, equity, and inclusion as well as a hub for student groups. The Director will work with all students, particularly students of color or underrepresented students, focusing on providing the necessary support to ensure their successful transition into the institution and foster their academic success throughout their community college experience. The Director also has responsibility for CalWorks and the FosterKinship Program. This position is contingent on continuation of categorical funds.

Essential Duties and Responsibilities

- Develop, implement, and assess programs and support services specifically for underrepresented students served by the MDC including but not limited to ethnic minorities, first generation college students, undocumented students, immigrants, LGBTQ students and targeted groups of students who may need guidance in transitioning or navigating college systems for a successful experience and timely graduation.
- Take the lead on implementation and coordination of district-wide events and programs in celebration of all Ethnic/Racial group heritage months.
- Review academic progress of diverse students and work with Counseling and Special Programs to develop programs and services aimed at enhancing student success.
- Collaborate with relevant administrative offices, academic departments, and student organizations to deliver student support services and promote academic success.
- Represent CR at outreach activities at designated high schools, community-based organizations, college nights, and other special events.
- Per established guidelines, determine when students need to be referred to appropriate college resources for further educational planning, advising, and support.
- Provide direct, one-on-one and cohort support for underrepresented and marginalized students.
- Work with other student development areas to create a vibrant student community which supports an environment in which students can thrive.
- Implement programs and services that support and affirm underrepresented students.
- Serve as a resource and referral agent for the campus community.

- Serve as an informal and formal advisor for student clubs and organizations, particularly those focused on supporting students from historically marginalized racial and ethnic backgrounds.
 - Develop and facilitate student leadership training and mentoring opportunities related to gender equity, diversity, and multiculturalism.
 - Identify and implement departmental assessment initiatives through annual assessment planning, staff evaluations, and program reviews.
 - Coordinate the development and implementation of student/program learning outcomes and assessment.
 - Maintain a thorough knowledge of College policies and procedures as they relate to campus organizations and the use of facilities.
 - Interpret regulations to student groups and oversees compliance with these in program planning.
 - On occasion, teach a first-year success course for incoming ethnic & racial minority students, which connects students with academic, social and professional opportunities that directly influence first-year retention.
 - Develop data based on foundations, government agencies, and other funding sources with a history of underwriting research and programming for equity, diversity and inclusion, particularly regarding the K-12 and higher education.
 - Research and write grant and proposal materials for established and emerging priorities of the area, including, (but not limited to) success men of color, etc.
 - Develop area budget recommendations and facilitate utilization plans.
- Performs other duties as assigned.

Qualifications

Knowledge and Skills

- Knowledge of student services.
- Current research and best practices in student success and equity.
- Principles of effective communication and collaboration with diverse students, faculty, staff, and administration.
- Leadership in developing and providing services for students of culturally and socially diverse backgrounds.
- Effective listening skills.
- Effective use of time.
- California Community College Student Success Act, Student Equity, and Student Success and Support Programs guidelines and regulations.

Abilities

- Ability to work closely with students from underrepresented groups in a supportive manner and a demonstrated ability to engage students through individual contacts or via student organizations or other outreach methods.
- Evidence of the ability to work with persons from culturally diverse backgrounds.
- Possess excellent oral and written communication skills.
- Demonstrated ability to act independently and be innovative and creative.
- Basic computer literacy.

- Foster open communication among division/department, programs and services.

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

- Master's degree (doctoral preferred) from an accredited institution.

Licenses and Certificates

CA Driver's License