

Duke University • Division of Student Affairs

Proposed Position Description

Official Job Title:	Associate Director, Center for Multicultural Affairs
Job Code/Level/Family:	Job Code 2338, Job Level 12, Job Family 33
Department:	Center for Multicultural Affairs
Supervisor:	Director, Center for Multicultural Affairs
Position Status:	1.00 FTE, Exempt
Staff Supervision:	Two Student Development Coordinators

Nature of the work and responsibilities:

The Associate Director provides leadership in the area of multicultural education, community engagement, and leadership development. S/he oversees the day-to-day operation of the Center for Multicultural Affairs and supervises the student development coordinators. S/he leads and advocates for educational programs that create and promote an inclusive student community. S/he advises student organizations affiliated with the Center and provides counseling to individual students. In addition, s/he acts as liaison on behalf of the Center with university administrative offices, academic departments, and the Durham community. S/he fills in for the Center's Director in his/her absence.

MANAGEMENT AND SUPERVISION

Oversees the day-to-day operation of the Center for Multicultural Affairs (15%)

- Oversees the general operation of the Center's facilities. Assists the Director in preparation, monitoring, and reporting of the Center's budget.
- Reinforces the Center's and the Division's operational policies and procedures.
- Represents the Center at various departmental and divisional meetings.

Meets with Student Development Coordinators on a regular basis, mentors and guides their work and professional development (25%)

- Supervises Student Development Coordinators; ensures proper distribution of assignments and adequate staffing, space, budget, and facilities for subsequent performance of duties.

PROGRAM DEVELOPMENT

Leads the Center for Multicultural Affairs trainings and diversity resource development on the various dimensions of identity, especially on race and ethnicity (25%)

- Plans and coordinates trainings for undergraduate students, including cultural group leaders, and FACEs (Facilitators Advocating for Change and Equity). Serves as the lead trainer and involves the Center's staff with components of the trainings. Oversees the program evaluation and assessment. Manages continuing support and follow up activities for participants after completion of workshops and trainings.
- Develops and disseminates diversity resources and curricula, including publications, exhibits, dialogues on multicultural relations and social justice issues.

Participates in divisional, state, regional, and national professional training opportunities (5%):

- Keep abreast of latest knowledge and research in multicultural and social justice education, community engagement, and leadership development.

OUTREACH AND COUNSELING

Advises student organizations and counsels students on an individual basis (25%)

- Advises Center for Race Relations; chairs the Common Ground Advisory Council which consists of professional staff from within the Division of Student Affairs, including Center for Multicultural Affairs, Women's Center, Center for Sexual and Gender Diversity, and Counseling and Psychological Services; supervises Common Ground student leaders by providing consultation regarding the retreat curriculum, facilitators' training, and continuing post-retreat support for participants; attends the retreats to provide oversight and administrative support to Common Ground student directors.
- Provides counseling on an individual basis and on-going advocacy for cultural communities to ensure the quality of their academic, social and personal experience.
- Advises other cultural groups affiliated with CMA.

Other duties as assigned (5%)

MINIMUM REQUIREMENTS:

- Master's Degree
- At least four year's experience in program administration, academic/instructional or counseling activities.
- Knowledge in social justice education, equity and/or multicultural education.
- Excellent oral and written communication skills.
- Ability to work effectively with diverse constituencies.
- Exemplary organization skills, ability to manage multiple projects at once.
- Computer literacy including MicroSoft Office.
- Skills in social media and video production preferred.