Duke University • Division of Student Affairs
Position Description

Job Title: Student Development Coordinator
Job Code/Level/Family: 2721/10/28
Department: Center for Multicultural Affairs
Supervisor: Associate Director, Center for Multicultural Affairs
Position Status: 1.00 FTE, Exempt
Schedule Note: Monday-Friday 8 am-5 pm, occasional evening and weekend

Scope of Responsibilities
The Student Development Coordinator in the Center for Multicultural Affairs provides programs and services in the areas of community engagement, multicultural education, social justice education and leadership development. The person is knowledgeable of the histories as well as cultural and developmental issues of Black, Asian American, Latinx, Native American/Indigenous, and multi-racial/multi-ethnic communities. In addition, the person advises student organizations as well as designs and supports experiential workshops with a social justice framework to prepare students to participate in a complex global community. The Student Development Coordinator collaborates with Student Affairs units, academic departments, and other university units as well as community and alumni organizations when appropriate.

Duties

1. Plans, develops, and coordinates programs that support Latinx students. Evaluates and assesses programmatic effectiveness through regular qualitative and quantitative data collection and analysis. 50%

2. Serves as an advisor to Latinx student organizations. Provides counseling on an individual basis and on-going advocacy on pertinent issues. 15%

3. Delivers and supports educational activities pertaining to community engagement, multicultural education, social justice education and leadership development. Participates in institutional, state, regional, and national professional training opportunities, including Student Affairs Student Development Coordinator group. Keeps abreast of latest knowledge and research. 15%

4. Cultivates and maintains relationships with Student Affairs units, academic departments, and other university offices as well as community and alumni organizations that support the mission of the Center. 10%

5. Trains and supervises undergraduate and graduate student staff. 10%

General Qualifications
- Master’s Degree
- Computer literacy including Microsoft Office and skills in social media.
- Preferred one year’s experience in multicultural education in a higher education setting
- Understanding and demonstrated commitment to the vast and diverse Latinx community

Additional Job Specific Skills and Competencies
- Knowledge of and experience working with Black, Asian American (East, Southeast, and South), Pacific Islanders, Latinx, and Native American/Indigenous communities
• Excellent writing, verbal and interpersonal skills, with a proven ability to work in a team environment. Outstanding organizational skills with ability to handle multiple projects/priorities and meet deadlines.