Scope of Responsibilities
The Assistant Director provides programs and services in the areas of community engagement, multicultural education and leadership development. S/he is knowledgeable of the histories, cultural and developmental issues of Native American, African American, Hispanic American, Asian American and multi-racial/multi-ethnic communities.

In addition, s/he advises student organizations as well as designs experiential trainings in multicultural competency to prepare students to participate in a complex global community. S/he collaborates with Student Affairs units and academic departments when appropriate. Reports to Director.

S/he acts as liaison among Center for Multicultural Affairs and various university administrative offices and academic departments as well as the Durham community and professional organizations to develop and apply latest knowledge and research in education and training.

Develop collaborative programs that explore identity, with an emphasis on race/ethnicity/culture, address current events as they impact our multicultural communities.

Duties
Develop and implement annual programming and other traditional programs (25%)
Programs will include a co-leadership role in continuing the development of the Common Ground experience; may support the Heritage Series (large-scale speakers), engaging graduate/professional students through specialized outreach programming and creating safe spaces for this community of students. Develop collaborative programs which explore identity, with an emphasis on race/ethnicity/culture which address current events as they impact our multicultural communities.

Outreach
Implements Center for Multicultural Affairs educational and social programs/events (20%):
- Advises Center for Race Relations; 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.
- Advises other cultural groups affiliated with CMA.

Works with administrative units and academic departments to create an inclusive community for all students (10%):
- Initiates new and supports on-going programming with various racial, cultural and ethnic student communities, including educating the majority student population to increase awareness and sensitivity to the needs of marginalized student communities at Duke.
- Serves on recruiting and interviewing committees within the University as time allows.
- Serves on and chairs various university committees on behalf of CMA.

Develop the Center for Multicultural Affairs’ marketing materials, including website, listserv, print advertisements, and social media (15%):
- Revises and/or updates CMA brochures and related print materials.
- Works with Student Affairs Director of Communications to design and update CMA website.
- Coordinates CMA social media presence, listserv maintenance, and weekly digest.
Participates in divisional, state, regional, and national professional training opportunities (10%):
- Keeps abreast of latest knowledge and research in multicultural education, community engagement, and leadership development.
- Attends training and conducts presentations at regional and national professional organizations, including National Conference on Race and Ethnicity in Higher Education, and North Carolina Diversity and Inclusion Partners.

Consultation and Advising
Provides consultation on an individual basis and on-going advocacy on pertinent issues (10%):
- Provides consultation on an individual basis and on-going advocacy for cultural communities to ensure the quality of their academic, social and personal experience.
- Provides consultation to student organizations coordinating programs related to social justice and multicultural education.
- Serves as a pre-major advisor for Trinity College of Arts and Sciences.

Supervision
Provides supervision for professional and student staff (10%):
- Provides supervision of undergraduate and graduate student staff.
- Provides functional supervision for graduate assistants as needed
- Provides supervision of CMA professional staff for the Associate Director in his/her absence.

General Qualifications
- Master’s Degree in a relevant field
- At least one year’s experience in program administration, academic/instructional or counseling activities
- Preferred three year’s experience in multicultural education, community engagement, and leadership development

Specific Skills and Competencies
- Outstanding oral and written communication skills
- High level planning and organizational skills
- Computer literacy, including familiarity with social media.
- Expertise in delivering program and education services to diverse population
- Ability to acknowledge, affirm and advocate for under-represented groups