

## **Assistant Director for Inclusive Education**

**Division:** Student Affairs

**Department:** Student Inclusion & Diversity

**Working Title:** Assistant Director for Inclusive Education

**Vacancy Type:** Instructional, Research and Information Technology

### **Min T/E Requirements:**

Master's Degree preferred from a college or university accredited by a U.S. Department of Education and/or the Council of Higher Education Accreditation in student affairs or higher education administration, and at least 2 years of experience working in an academic environment, preferably in student affairs and with diverse student populations. Bachelor's Degree Required.

**FTE:** 1

**Salary Range:** Commensurate upon Education and Experience

**Hiring Range:** Commensurate with Education and Experience

**Position #:** 3354

**FLSA Status:** Exempt

**Months per Year:** 12

### **Primary Purpose of Organization Unit:**

The Office of Student Inclusion and Diversity (OSID) at the University of North Carolina at Pembroke believes diversity enriches students' educational experiences and holistic development. Consequently, OSID's vision is to be a leader in developing interculturally competent students and celebrating diversity in an inclusive campus community where differences are embraced as strengths. OSID employs collaborative, innovative, data-driven and student-centered programming to foster awareness, equity, mutual respect and social justice in relation to, and at intersections of: race, age, ethnicity, sex, gender identity and expression, sexual orientation, ability, faith, religion, national origin, citizenship, social and economic class, ideology and other identities present in the institution's diverse community. As a result of this commitment to intercultural engagement, students will be better prepared to engage in and contribute to a diverse and interdependent global society.

### **Primary Purpose of Position:**

The Assistant Director for Inclusive Education reports to the Director of the Office of Student Inclusion and Diversity. The Assistant Director will design and implement programs, education and training, and experiential opportunities that bolster diversity, equity, inclusion, and social justice while increasing students' cultural awareness, sense of belonging, and intercultural competencies – all through intercultural engagement.

### **Job Description:**

Established in 1887 as a school for the education of American Indians, The University of North Carolina at Pembroke serves a distinctly diverse student body and encourages inclusion and appreciation of the values of all people. Located in the heart of Pembroke, N.C., UNCP boasts an enrollment of 8,200 in 41 undergraduate and 18 graduate programs and offers a personalized learning environment where faculty and staff are dedicated to engaged scholarship, high academic standards, creative activity and public service. Spread over 281 acres, the campus offers a sense of community and belonging--a place where faculty and staff feel supported, take pride in the university's mission, and are devoted to excellence in teaching, learning and research, and to developing leaders who make a difference in their communities.

The Assistant Director for Inclusive Education reports to the Director of the Office of Student Inclusion and Diversity. The Assistant Director will design and implement programs, education and training, and experiential opportunities that bolster diversity, equity, inclusion, and social justice while increasing students' cultural awareness, sense of belonging, and intercultural competencies - all through intercultural engagement.

More specifically, the Assistant Director will:

- Assist the Director in providing support to all students, through diverse programming and services.
- Develop collaborative cultural awareness initiatives and programs that provide intercultural engagement opportunities for students and aid in the promotion of a safe, supportive, and inclusive campus that celebrates and respects diversity.
- Design, implement, and evaluate education and training that promote an understanding of and appreciation for the principles of identity, equity, and inclusion as well as increase students' awareness and understanding of self, diverse communities, and intercultural competencies.
- Develop and facilitate collaborative and impactful dialogues and programs with students, student organizations, and university units that explore topics related to diversity, equity, inclusion, social justice, identity development, and difference.
- Collaborate with and assist university units with the orientation, retention, leadership development, advising, and support of students.
- Attend appointed committee meetings and office-sponsored programs and special events.
- Work a flexible schedule, including evenings and weekends, as needed.
- Perform other appropriate duties as assigned.

Applicants must submit a cover letter specifying interest and how their background has prepared them for this position, a current resume, and the names of and contact information for three (3) to five (5) professional references.

**Management Preference:**

A master's degree in student development, higher education administration, or a related area of study from an accredited college or university and at least two (2) years of experience working in higher education, preferably in student affairs and with diverse student populations, is preferred. A bachelor's degree in a related field is required. Preferred knowledge, skills and abilities include:

- Knowledge of diversity, equity, inclusion, and social justice frameworks and best practices.
- Ability to provide culturally competent and inclusive advising and support services for students from various underrepresented communities.
- Understanding of intersectionality and how to support students with multiple marginalized identities.
- Experience developing learning outcomes and assessment tools for programs and events
- Excellent communication (e.g., public speaking and presentation), interpersonal and organizational skills.
- Ability to work independently and as part of a team.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet responsibilities.
- Ability to work with a wide diversity of stakeholders (internal and external).
- Ability to handle sensitive matters with discretion, tact and confidentiality.

**Lic or Certifications Required by Statute or Regulation:** N/A

**Job Opening Date:** 10/01/2021

**Open Until Filled:** Yes

**Posting Category:** Managerial/Non-Faculty Professional

**Posting Number:** EPA00587

**Special Instructions to Applicants:**

Applicants should attach cover letter, detailed resume and list of professional references.

This position is subject to the successful completion of an employment background check. An employment background check includes a criminal background check,

employment verification, reference checks, license verification (if applicable) and credit history check (if applicable). In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. New employees are paid only by direct deposit to the financial institution of their choice. Candidates claiming Veterans Preference must attach a copy of their DD-214 as a part of the online application process.

UNC Pembroke is an Equal Opportunity Employer. The University prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibits discrimination against all individuals based on their age, race, color, genetic information, religion, sex, sexual orientation, gender identity or expression and national origin. UNC Pembroke is a VEVRAA Federal Contractor and seeks priority referrals of protected veterans for our openings.

**To apply, visit <https://apptrkr.com/2708382>**

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