Director of Multicultural Affairs (S03370P)

Posting Details

Posting Number: S03370P

Position Title: Director of Multicultural Affairs (S03370P)

Department: Multicultural Affairs

Location: Arlington

Job Family: Student Services

Position Status: Full-time

Work Hours: Standard

Work Schedule: Monday-Friday; 8:00am-5:00pm.
UTA currently requires periodic COVID-19 testing for all employees

Open to: External and Internal

FLSA: Salary

Salary: Salary is commensurate based on qualifications and relevant experience.

Duration: Funding expected to continue

Pay Basis: Monthly

Benefits Eligible: Yes

Job Summary: As part of the Division of Student Affairs, the Director must be a student-centered and collaborative professional responsible for oversight of the Multicultural Affairs department. In support of the University strategic plan the Director leads efforts to develop & implement co-curricular programs, events, and services focused on diversity, equity, inclusion and social justice.

Essential Duties and Responsibilities

1. Program Management: Development, implementation, and oversight of co-curricular programs, events, and support services aligned with:
   - Social Justice Education
   - Student Success & Development
   - Recognition & Celebration of Culture, Heritage, and Intersecting Identities

2. Leadership: Demonstrate effective leadership utilizing a combination of innovation, current trends & data, research, and best practices within higher education, especially focused on the needs of historically underrepresented student populations. Responsible for executing priorities, and handling multiple tasks and projects. Serve as a positive role model and advocate for historically marginalized students and their allies.

3. Supervision: Provide effective and ethical supervision, training, and evaluation of professional and paraprofessional staff.

4. Budget and Resource Management: Responsible for oversight of department budgets. Oversee effective and appropriate use of all resources.

5. Outreach and Collaboration: Develop and maintain positive working relationships with key stakeholders. Work with colleagues on and off campus to meet the needs of an ever changing student population.

6. Assessment: Responsible for department assessment and reporting.

7. Advising: Provide guidance and advocacy for culturally based student organizations.
8. Committees: Represent the Division on University and appropriate non-University committees.

9. Performs other duties as assigned.

**Required Qualifications**
Master’s degree in Higher Education Administration and Student Personnel, Student Affairs, or related field. Five (5) years of professional experience working with college students or the equivalent experience. Must have progressive leadership experience working with diverse and historically underrepresented student populations in a higher education setting. Proven experience with coordinating event programming, Effective public speaking and written communication skills. Experience supervising professional staff. Ability to build and manage teams and demonstrated organizational skills, including the ability to plan, establish priorities, and handle multiple tasks and projects. Proficiency with Microsoft Word and Excel.

**Preferred Qualifications**
Experience coordinating diversity and inclusion trainings. Experience working across a wide range of constituencies (e.g., students, faculty, administrative colleagues, parents, community residents, alumni, etc.) with a high degree of diplomacy. Experience advising college students and student organizations, especially culturally/identity based groups. Experience with producing departmental reports, budget management, assessment, and strategic planning.

**Working Conditions**
Ability to work in a diverse, fast-paced office environment. Primary hours from 8:00-5:00 Monday through Friday, with evening and occasional weekend availability required. Valid Driver’s License in State of Texas.

**EEO Statement**
UTA is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. Additionally, the University prohibits discrimination in employment on the basis of sexual orientation. A criminal background check will be conducted on finalists. The UTA is a tobacco free campus.

**Number of Vacancies**
1

**Desired Start Date**

**Open Date**

**Review Start Date**

**Open Until Filled**

**Special Instructions to Applicants**
Applicants must include in their online resume the following information: 1) Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties and 2) Education: If no high school diploma or GED, list highest grade completed; If some college or college degree, list school name, degree type, major.

**Requirement Questions**

Required fields are indicated with an asterisk (*).

1. * What is the highest degree you have attained? (Please specify in your resume)
   - Associate’s degree
   - Bachelor's degree
   - Master's degree or higher
   - None of the above

2. * How many years of experience do you have working in higher education?
   - None/less than 1 year
   - 1 to 2 years
   - 3 to 4 years
   - 5 years or more

3. * How many years of experience do you have working in leadership development, student affairs or a related field?
• None/less than 2 years
• 2 to 3 years
• 4 to 5 years
• 6 years or more

4. * How many years of supervisory experience do you have?
• None/less than 2 years
• 3 to 4 years
• 4 to 5 years
• 6 or more years

5. * How many years of experience do you have working with a diverse population with excellent writing and public speaking skills?
• None/less than 3 years
• 3 to 4 years
• 5 to 6 years
• 7 years of more

6. * What is your skill level using Microsoft Office Suite (Word, Excel, Outlook, etc.)? (Proficient is the highest skill level)
• No skills/Basic
• Intermediate
• Advanced
• Proficient

7. * Do you possess a valid Texas Class C operator driver's license or any other states equivalent to driving a personal vehicle?
• Yes
• No

Documents Needed To Apply

Required Documents
1. Resume or CV
2. Cover/Interest Letter

Optional Documents