Smith College is accepting applications for an Assistant Director of Multicultural Affairs. Working collaboratively with the director of multicultural affairs to lead initiatives that focus on student development and implement programs and services that support the work of all recognized cultural organizations, the assistant director will collaborate with campus partners from the faculty, staff and student communities to identify and implement a range of activities and educational opportunities which support diversity and inclusion within a social justice advocacy context.

**DUTIES AND RESPONSIBILITIES:**

**Multicultural Advising/Programming:** Serve as adviser, mentor and advocate for the recognized cultural organizations, within and outside of the Unity organization structure. Provide support and develop a strategy that will increase membership, strengthen leadership skills and enhance the overall development and advancement of each organization. Provide guidance for outreach programs to engage students in the Smith College community and beyond.

Collaborate with cultural organizations and campus partners to plan and implement cultural theme month events to raise awareness and support cultural and racial diversity. Assess the use of the cultural centers, and work with the student of color community on how these spaces will continue to be areas of support and empowerment.

Provide budget management assistance to cultural organizations and advise students on successfully navigating the college by connecting them with campus and community resources. Be a visible and recognizable presence on campus by attending events sponsored by the cultural organizations. Serve as an engaged member of various campus committees and working groups; especially those with a focus on student services, recruitment and retention. Assume responsibility for special projects and committee work and other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education/Experience:** Bachelor’s degree required and 3-5 years’ experience in multicultural or social justice education, or an equivalent combination of education and experience. Master’s degree in higher education administration or related field preferred. Strong leadership skills and passion for helping students; and experience in programming, event coordination, and managing a budget. Experience in student counseling or advising preferred.

**Skills:** Demonstrate an ability to communicate, both orally and in writing; exercise effective independent professional judgment; establish and maintain collaborative working relationships with faculty, staff, students and student organizations; and relate successfully in one-on-one and group situations with persons representing diverse backgrounds and interests. Show knowledge of principles, practices and theories of student learning and development, and an understanding of the cultural, social, recreational, and educational needs of students. Illustrate understanding of leadership theory with the ability to integrate into practice and student programs.

Review of application will begin immediately. To be considered for this position, apply on-line at [http://smithcollege.hiretouch.com](http://smithcollege.hiretouch.com)

Smith College is an EO/AA/Vet/Disability Employer