

Director of Multicultural Affairs

POSITION OBJECTIVE

The director of the office of Multicultural Affairs is responsible for the development and provision of programs and services which foster success, satisfaction and enhancement of the university experience. Particular emphasis is placed on the implementation of a university-wide strategy designed to increase the recruitment, matriculation, support, retention, and ultimate graduation of students designated as under-represented enrolled at Case Western Reserve University (African American, Latino/Hispanic, Native American, and Pacific Islander). Additionally, the director will develop and provide programs and services that will support and enhance the academic, social, emotional, and overall success of students designated as under-represented as well as the entire CWRU student body.

ESSENTIAL FUNCTIONS

1. Develop long-range strategic planning and program development, including the assessment of such programs and services, consistent with the mission of CWRU.
2. Develop programs and services designed to increase the recruitment, retention, matriculation, and ultimate graduation of students designated as under-represented enrolled at Case.
3. Supervise department personnel effectively to insure that programs and services support the campus-wide strategy and the mission of the department.
4. Manage the outcomes assessment and documentation of Case student success initiatives.
5. Counsel, advise, and consult with students, faculty, staff and alumni individually and collectively to embrace the importance of building an inclusive, appreciative, and welcoming environment.
6. Act as a student advocate.
7. Develop, facilitate, and maintain, an undergraduate mentoring program for students designated as under-represented.
8. Recruit CWRU faculty, staff, alumni, corporate representatives and others to present seminars, and act as role-models.
9. Provide support and guidance to university recognized under-represented student organizations.
10. Develop and support CWRU to be an inclusive university for all students.
11. Responsible for fiscal management of departmental operating budget in excess of \$300,000 including forecasting expenditures and revenues, maintaining records, and linking program objectives and assessment to the annual budget process.
12. Manage and initiate fundraising efforts when opportunities arise in the areas of grant management, major gifts and corporate and foundation relations.
13. Develop the annual Multicultural Affairs budget in consultation with the Asst VP for Finance and Administration for the division of Student Affairs, and the Assoc VP in preparation for submission to the university Budget Office.
14. Coordinate the preparation of adjustments and supporting documentation for the fiscal year close.
15. Assure that expense and revenue reconciliation is conducted within the Controller's and Budget Offices guidelines.
16. Manage and develop the record-keeping practices for the department and for maintaining confidential files.

17. Recruit, train, supervise and evaluate three professional staff members, and a varying number of student employees.
18. Provide leadership and professional development opportunities for staff consistent with professional goals.
19. Serve as liaison with academic departments and colleges, faculty, admissions, development, alumni and other institutional constituents.
20. Provide recommendations for policy decisions on salary policy and other related Human Resource issues.
21. Prepare annual salary reviews and submit for final approval.
22. Prepare and approve all job requisitions prior to submission to the office of Student Affairs and coordinate all personnel actions with Human Resources.
23. Act as a liaison with Human Resources and Asst VP Finance and Administration to assure that policies and issues are being administered properly.
24. Collaborate with faculty and staff to develop new academic opportunities to enhance and enrich the course offerings at CWRU, and to more inclusively support the needs of underrepresented students.
25. To act as a resource to help sensitize and educate, the CWRU campus community to understand/ appreciate students from underrepresented populations, and their overall benefit to helping all students get a well-rounded education.
26. Provide ideas and guidance to the university and its initiatives focused on the needs of underrepresented students.
27. Collaborate with schools and other offices involved with programs to support the needs of underrepresented students, to help insure for only the most positive of experiences.
28. Collaborate and support initiatives within the university office of Student Affairs, to educate and enrich the CWRU community to appreciate the importance of building an inclusive, appreciative, and respectful environment.
29. To work on an ongoing basis with departments such as: Admissions, Financial Aid Undergraduate Studies, University Counseling, Educational Support Services, and Career Planning & Placement who focus on recruitment, retention, and the success of underrepresented students.
30. Collaborate with CWRU Graduate Studies/ professionals schools to provide information to undergraduate students regarding opportunities for advanced degrees.

NONESSENTIAL FUNCTIONS

1. Serve on university committees and special projects as necessary.
2. Represent the university in both local and national communities.
3. Perform other duties as assigned.

CONTACTS

Department: Meet on a regular basis as a department with the Multicultural Affairs staff and individually with staff members as direct reports. Meet and consult with department staff as appropriate to develop operational policies and implementation procedures. Meet with and support department staff encouraging ongoing professional development.

University: Meet regularly with the Assoc VP for Student Affairs to report on budgetary, staffing and

departmental progress, communication of issues, and resolution of problems in areas of responsibility. Meet on an as needed basis with the VP for Student Affairs, Assoc VPs, and the Asst VP for Finance and Administration for Student Affairs to communicate issues within their areas of responsibilities. Participate in the bi-monthly Student Affairs directors meeting to remain apprised of issues within the division.

External: Periodic contact with the following: local businesses, corporations and foundations; alumni; university circle institutions; neighborhood and community organizations; contractors; vendors; city offices; and, parents.

Students: Periodic interaction with graduate and undergraduate student employees. Frequent interaction with students in an advising capacity. Frequent interaction with student groups and individuals.

SUPERVISORY RESPONSIBILITY

Provide direct supervision for three full-time staff members: assistant director, academic advisor, and program coordinator, as well as student employees.

QUALIFICATIONS

Experience: 5 years of progressive responsibility in higher education, preferably directing a college or university department/program for underrepresented students.

Education: Master's degree required in appropriate field (preferably higher education).

REQUIRED SKILLS

1. Requires strong leadership abilities and excellent interpersonal and conflict resolution skills.
2. Demonstrated teaching and public speaking ability.
3. Team orientation and inclusive philosophy
4. Excellent oral and written communication skills
5. Grant writing experience
6. Good computer skills/information technology understanding
7. Strong understanding /expertise in working with issues faced by underrepresented students. The ability to speak Spanish or understand the language is a plus.
8. Strong marketing and presentation expertise in employer outreach to national and international organizations.
9. An inclusive philosophy in order to support all university students, faculty, and staff.

WORKING CONDITIONS

General office setting with occasional weekends.

DIVERSITY STATEMENT

In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply.

HOW TO APPLY

Interested applicants are invited to browse the job description and apply online at jobs.case.edu, through Career Opportunities for job ID 3175.

Apply Here: <http://www.Click2Apply.net/ms6mv5d>