



Assistant Director Multicultural Student Services & Programs

Department: Multicultural Student Services & Programs
Recruitment #: S1838A
Estimated Salary: \$42,840
Closing Date: Review begins **immediately**. Position open until filled

This is a full-time, 12-month, annually renewable, unclassified position in the Multicultural Student Services & Programs (MSSP) office at Western Oregon University (WOU) in Monmouth. MSSP is committed to providing educational opportunities and outstanding programming for ethnic and culturally diverse students.

MINIMUM QUALIFICATIONS

- Master's degree in Counseling, Education, or related field OR
 - Bachelor's degree and two years of demonstrated experience in a student success counseling or advising role
- Minimum two years of demonstrated experience successfully working with diverse student populations and traditionally underrepresented cultural groups (Hispanic/Latino, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or other Pacific Islander, etc.).
- Demonstrated experience developing curriculum and teaching classes, workshops, and/or trainings related to academic success
- Experience and proficiency with incorporating the use of technology
- Excellent writing, presentation, and organizational skills
- Ability to obtain and retain an Oregon Driver's License and have the ability to work evenings and weekends

Preferred Qualifications:

- Bilingual competency in a second language that serves our student population is desirable

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES

On-Track Program/Student Retention

- Coordinate the On-Track Program; Provide support by tracking and meeting with students regularly providing campus resource information; Develop confidence and leadership skills in On-Track participants; Develop curricula for a student success class that targets the On-Track students that are incoming freshman; Teach/facilitate the On-Track class and/or workshops; Plan and implement support and educational programming; Provide on-going support and assistance to increase the involvement of minority students in university activities

Multicultural Representatives Program (MCR)/Peer Mentor Program

- Coordinate the MCR program; Supervise the MCR coordinators which includes hiring/selection of MCR coordinators and mentors; Collaborate with the MSSP Director to plan and implement Cultural Connections during New Student Week; Coordinate and implement the quarterly MCR gatherings, socials, and workshops; Manage and maintain the MCR annual budget

Teaching Student Success

- Plan and implement a student success class that targets Diversity Scholars and Bilingual Teacher Scholars; Develop a class/workshops that targets transfer student success; Develop classes/workshops to assist first generation, underrepresented/underserved population to navigate the college process; Evaluate class/workshop for effectiveness and implement changes, as needed

Committees

- Serve on committees, as needed and/or assigned

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Copy of unofficial transcript for highest degree earned

As an alternative, you may submit application materials to:

S1838A, Asst. Director, MSSP, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer
committed to increasing the diversity of its workforce.**