



Assistant Director Multicultural Student Services & Programs

Department: Multicultural Student Services & Programs
Recruitment #: S1838B
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 a Latino student population
- Bilingual competency in Spanish (Reading, Writing, Spoken)
- 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:

- Experience in student recruitment of underrepresented/underserved populations into an institution of higher education

****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

Bilingual Teacher Scholar Program (BTS) Liaison

- Serve as the primary contact for the BTS Program; Support BTS students as they transition to WOU; Advise and support the STS students during their time as Pre-Ed majors; Assist in the application process for the Education Program and Bilingual Endorsement; Provide on-going support to the BTS students; Responsible for gathering all placement test data prior to final selections; Support the selected students as they transition to WOU; Plan and implement orientation sessions for the selected BTS students; Assist in advertising and providing informational presentations on the BTS Application

Advising and Student Success

- Provide support to the enrolled BTS students; Assist in advising the BTS students during their time as Pre-Ed majors; Assist in the application process for the Education Program and ESOL/Bilingual Endorsement; Provide on-going support to the BTS students by enrolling them into the ON-Track Program and providing the additional support offered through that program; Assist with the Diversity/Bilingual Teacher Scholars Class; Provide support with student advising of Diversity Scholars and On-Track

participants as they overlap with Bilingual Teacher Scholars; Provide on-going support by tracking and meeting with students on a regular basis; Provide campus resource information regarding all areas of the university; Develop leadership skills and self-confidence; Provide on-going support and assistance to increase the involvement of minority students in university activities

Cesar E Chavez Leadership Conference (CECLC) Liaison

- Serve as the WOU liaison on the CECLC Executive Board; Responsible for campus logistics for the day of the conference; Ensure the coordination of the CECLC Board and CECLC Committee meetings; Maintain and update the CECLC web page; Manage registration; Provide support to committee chairs; Manage the CECLC budget; Order all supplies and materials needed for the conference; Responsible for the correspondence received via the conference E-mail and mail

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:

S1838B, 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/EQ/Veteran/Disability employer
committed to increasing the diversity of its workforce.**