UNIVERSITY OF MAINE

**JOB DESCRIPTION**

**TITL**E: Director of Student Diversity and Inclusion

DATE: November 2018

**DEPT**: Division of Student Life

**REPORTS TO**: Vice President for Student Life with a dotted

line to the Executive Vice President for Academic Affairs and Provost.

**PURPO**SE: The central focus of this position is to develop and direct retention programs for underrepresented and marginalized students at the University of Maine. The Director is responsible for nurturing a campus climate that appreciates and values diversity and inclusion and is conducive for underrepresented groups including LGBTQ+ students to excel academically and socially. The Director is responsible for working with other campus offices to celebrate diversity, and in doing so, is responsible for developing experiential opportunities for students to enhance their leadership abilities, cultural affirmation, intellectual growth, and readiness in taking leadership roles in campus-wide student organizations and*/*or campus committees. The Director is also responsible for creating and implementing a comprehensive and strategic plan for three student centers currently known as the Multicultural Student Center, the Rainbow Resource Center and the Student Women's Resource Center. An essential responsibility is to assure these Centers are vibrant, engaging, and highly utilized areas where students feel welcomed and can find support and services. These Centers also house some 13 multicultural student groups and the director serves as a consultant and, in some cases, the advisor, for each of these groups. The Director is responsible for production of cultural heritage celebrations, student organization officer training, and organizational development assistance. In addition, the Director will work with other campus offices to recruit a diverse student body to campus and develop programs to increase campus inclusivity efforts and the appreciation of social responsibility, diversity, and cultures for majority students.

Essential duties and responsibilities of the position:

* Serve as a member of the VPSL Senior Leadership Team setting policy and strategic direction for the Division and advising the VPSL on matters of student diversity, inclusion, and equity.
* Advise the Executive Vice President for Academic Affairs and Provost on matters related to inclusivity, multiculturalism, and efforts and initiatives needed or desired to make the classroom an open and affirming space for all students.
* Advocate, advise, counsel, and mentor underrepresented students with academic, career, and personal issues in order to increase satisfaction, personal development, and retention.
* Maintain and enhance programs and services for students, faculty, and staff regarding sexual orientation and gender identity and expression.
* Engage with faculty and administration in the transformation of existing curriculum to include LGBTQ+ issues whenever appropriate.
* Provide oversight and guidance for the Student Women's Resource Center in the areas of programming, education and advocacy work.
* Direct and manage, with student assistance, the Multicultural Center, the Student Women's Resource Center, and the Rainbow Resource Center facilities and provide the representation, and dynamic leadership required to maintain staffing, resources, and access to all students, faculty, and staff on campus.
* Assist in conducting research and assessment on the quality of multicultural and LGBTQ+ student services.
* Advise multicultural student organizations to develop programs that celebrate an appreciation of ethnic, racial, and other differences as demonstrated contributions to the University's inclusive community.
* Develop and implement an annual work plan for the Centers (3) that articulates goals and objectives based on needed services and programs for each space.
* Collaborate with the LGBTQ+ and Allies Council and other offices on campus to identify policy and/or procedural changes which may be required to meet the needs of LGBTQ+ students.
* Design, coordinate, and deliver campus-wide multicultural celebratory events including National Coming Out Week, Transgender Day of Remembrance, National Day of Silence, Native American Heritage Celebrations, Pride Week, MLK Jr. Day, the Campus MLK Jr. Breakfast, Gay and Multicultural Thanksgiving, and cultural weeks such as Black History Month and Hispanic Heritage Month.
* Coordinate with underrepresented students, and other University departments in planning and developing events to promote awareness and dialogue as part of an inclusive community.
* Collaborate in the development and presentation of cultural/social programs, which engage the entire campus community to challenging social concerns such as racism, discrimination, ethnocentrism, and other biases. Promote and enhance an inclusive and pluralistic campus community.
* Provide dynamic leadership to expanding multicultural programs, participating in campus committees, and meeting with departments to continue improving services and programs for minority students.
* Collaborate with the Office of Undergraduate Admissions to recruit a diverse student body.
* Provide cultural sensitivity and civility training to campus offices, departments, and community organizations.
* Represent and collaborate with the Vice President for Student Life and other campus offices in the implementation of the university-wide diversity action plan.
* Coordinate the Religious Life Team including scheduling and monitoring meetings.
* Serve as the co-chair of the Bias Response Team.
* Serve as part of conduct code committees as needed.
* Perform other reasonably related duties assigned to the position.

**KNOWLEDGE AND SKILL QUALIFICATIONS**: A Master's or Doctoral degree in Higher education, Counseling, Sociology, or related field is required. Demonstrated experience and success working with, and sensitivity to, individuals of diverse cultural backgrounds including race, ethnicity, gender, religion, sexual identity and expression and those students with English as a second language. Substantial experience - *7* years or more - creating and implementing multicultural programs and workshops, assisting campus organizations in planning programs that address social issues within the university community, and developing activities that enhance all students' knowledge of ethnic cultures and celebrations is preferred. Demonstrated creative leadership skills and must possess excellent organizational skills and oral and written communications skills. Must have a contemporary and supportive approach to inclusion, diversity, equity and LGBTQ+ issues and trends, including an innovative and enthusiastic approach to assuring inclusive and welcoming collegiate experiences.

**SUPERVISORY RESPONSIBILITIES**: This employee supervises professional staff, graduate assistants, and student workers.

**WORK ENVIRONMENT*/*DYNAMICS**: Regular University of Maine work schedule. It is expected that the time commitment will include some nights, weekends and holidays in order to meet the needs of the program. The employee will establish regular office hours and in consultation with the Vice President for Student Life will adjust the work schedule as necessary.

**POSITION TYPE**: On going, 12-month position. An 11-month appointment can be negotiated.

**WORK SCHEDULE**: 12-month work year. An 11-month appointment can be negotiated.

**JOB FAMILY, WAGE BAND:** 19/5

**EVALUATIO**N: In accordance with UMPSA agreement

Appropriate background checks required.