

STUDENT SERVICE COORDINATOR (ASSISTANT DIRECTOR)

**UNIVERSITY OF WISCONSIN - MADISON
Offices of the Dean of Students
MULTICULTURAL STUDENT CENTER**

UW-Madison invites qualified individuals to apply for a full time position as Student Service Coordinator (Assistant Director) of the Multicultural Student Center (MSC).

Supervision

Coordinate, allocate and supervise the Multicultural Council (MCC) Programming Fund, serve as advisor to Council members, organize yearly elections and provide orientation and training for new and continuing student representatives

Supervise Social Justice Education staff, interns, and other designated staff

Oversee and supervise operation and maintenance of MSC Computer Info Lab. Supervise and train student computer lab employees. Serve as departmental technical support liaison

Assist Director in overseeing utilization, operation and supervision of MSC facilities. Supervise facility and MSC staff in absence of Director

Assist Director and advisory board with implementation and enforcement of Center policies and procedures

Program Planning and Assessment

Oversee the planning, development and organization of multicultural and social justice programming to facilitate cross-cultural dialogue among students, faculty and students. A principal function of this position is to oversee the MSC social justice education programming initiative.

Develop specific workshops as needed.

Oversee student attendance and participation at annual UW System American Multicultural Student Leadership Conference (AMSLC).

Develop evaluation and assessment tools for programming initiatives

Assist in development of MSC annual reports and surveys

Assist with departmental program review and strategic planning

Oversee development of marketing options and publications (brochure, campus/community calendar, website, list serve, and Face book page

Collaboration

Foster relations with faculty and college/school advising staff to enhance student success

Collaborate with campus academic support programs

Collaborate with campus wide diversity initiatives

Serve as formal liaison with other Offices of the Dean of Students (ODOS) unit(s). Implement and assist in development of programmatic and educational initiatives with other ODOS departments.

Annually assess progress of liaison initiatives

Commitment to MSC and ODOS Division

Assist in advancing the mission and vision of the Offices of the Dean of Students through targeted projects and initiatives. Participate in divisional committees

Represent the Offices of the Dean of Students at campus events

Serve as an active contributing member of the MSC team. Demonstrate a commitment to diversity and social justice. Demonstrate a commitment to organizational success

Promote respect and the practice of civility in the workplace

Attend meetings and make presentations to various groups. Serve on and/or consult with various campus and community committees/programs. Perform other duties as assigned

Please note that some duties and responsibilities may change as a result of upcoming departmental program review.

Qualifications: B.A. /B.S. degree required in student affairs, higher education or related area. Master's degree preferred. Minimum 4 years experience in development and facilitation of programming initiatives; strong coordination and evaluation skills required; program and/or workshop facilitation skills highly desirable; evaluation, assessment and strategic planning knowledge and skills desired; computer and technical support skills desirable; capacity to make difficult decisions quickly and flexibility to handle multiple tasks are required; strong theoretical and practical understanding of student development, student cultures, social justice and organizational development in student affairs preferred; ability to work effectively with individuals and groups from a variety of

identities. Professional experience in student services at a large university preferred. Strong communication skills (written, oral, and electronic) are required.

Must commit to working with students and staff to create an inclusive community that encourages formal and informal learning and active involvement

Must be available and flexible to work evening and weekends as needed.

Salary: \$41,336 - \$53,000 depending on qualifications.

Anticipated start date: June 1, 2009

Application process:

Submit letter of application identifying the position you are applying for and outlining how your skills and work experiences match the duties outlined in the job description. Submit resume and contact information for three (3) work related references **to:**

Diane Steele, Human Resources Coordinator

University of Wisconsin - Madison

75 Bascom Hall

500 Lincoln Drive

Madison, WI 53706-1380

Email: dsteale@odos.wisc.edu

Fax: 608-265-5646

Phone: 608-263-5700

Application deadline: April 1, 2009

NOTE: Please note that under Wisconsin State statutes, the names of nominees and applicants who explicitly request confidentiality will not be made public; however, the University is required to release the names of finalists.

THE UNIVERSITY OF WISCONSIN-MADISON IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. Women, persons of color, persons with disabilities, veterans and individuals identifying as lesbian, gay, bisexual or transgender are strongly encouraged to apply.