

PREFERRED TITLE	<b>Associate Director of Multi-Ethnic Programs</b>	JOB DESCRIPTION NAME	<b>Associate Director / MEP</b>
DEPARTMENT	<b>Multi-Ethnic Programs</b>	JOB CODE	DAS013
JOB TITLE	<b>Associate Director</b>	VERSION	101
SOC CODE	21-2021		
POSITION REPORTS TO	Director of Multi-Ethnic Programs		
FLSA STATUS	Exempt		
START DATE	As soon as possible		
HR APPROVAL	Yes		

### I. Job Description

The Associate Director of Multi-Ethnic Programs supervises and manages student multicultural event programming and develops student retention support services for the Office of Multi-Ethnic Programs. Directs First Generation Family Orientation program. Sponsors and advises multiethnic student organizations. Plans and implements leadership development programming for scholarship recipients based in the Office of Multi-Ethnic Programs. Supervises and trains graduate assistants and undergraduate student interns. Provides mentoring and accountability support for students with academic, spiritual or personal issues.

### II. Required Experience / Education

- Bachelor's degree from an accredited institution.
- Two to five years of student programming and/or advising experience.
- Experience working in higher education with ethnically diverse college students and with diversity related issues.
- Understanding of and commitment to the spiritual mission of Azusa Pacific University.

### III. Desired Experience / Education

- Masters Degree in counseling or education with an emphasis in student affairs, or related discipline.
- Experience in diversity training or multicultural programming.
- Developing diversity and reconciliation programming from a Christian perspective.
- Experience with student success programming such as TRIO, summer bridge, or new student orientation.
- Experience in advising first generation college students.

### IV. Primary Duties

- Supervise and manage undergraduate student interns in developing campus-wide multicultural events:
  - Spotlight Talent Showcase
  - Heritage Month Celebrations
  - MESA Multicultural Events
  - Gospel Sing
  - MEP Alumni Homecoming Reception
- Recruit, hire, train, evaluate, and schedule of undergraduate student interns.
- Monitor event programming budgets, negotiating performance contracts, and paying outside vendors for equipment and services.
- Coordinate the use of appropriate facilities with departments/individuals as necessary.
- Develops and implements student retention support services including a summer bridge and mentoring programs for first generation and at risk students.
- Directs fall First Generation Family Orientation Program as a component of new student orientation.
- Sponsors and advises multiethnic student organizations with promotional strategies, event planning, and budget management.
- Plans and implement leadership development programming for scholarship recipients based in MEP:
  - Multi-Ethnic Leadership (MEL)
  - The East Los Angeles Community Union (TELACU)
  - AGAPE Scholarship
- Corresponds with the TELACU Foundation regarding scholarship application process and deadlines, recipient accountability, and any arising issues related to the program.
- Advises student scholarship recipients in the areas of accountability to scholarship requirements, leadership development, and diversity education and advocacy.

- Collaborates with the Office of Undergraduate Admissions in planning annual Connections Preview Day for underrepresented high school students.
- Creates student leader diversity training workshops for Imago Dei Training, MEP Leadership Training, and Unlearn Week.
- Design student event programming policies for undergraduate student workers and multiethnic organizations.
- Supervises graduate assistant in the areas of advising scholarship recipients and student leaders, program planning, budget management, and scholarship recipient accountability.
- Manages MEP website and Facebook page with updated events and information.
- Participates with director in the MEL scholar selection committee for current students as well as freshman as spaces become available, organizes selection committee, and facilitates selection process.
- Responds to students and others who inquire about information on cross-cultural programs, scholarships, internships, fellowships, conferences, university services, and other resources.
- Serves as a resource person and potential mentor to students, especially students of color, counseling students on academic, personal, and spiritual concerns, referring students to appropriate resources as needed.
- Collaborates with various university departments in providing support services related in the retention of underrepresented ethnic minority students.
- Represents MEP on university committees as assigned by the Director in order to advance God honoring diversity.
- Researches ideas, theories, and other cutting-edge programs that may benefit the growth of programs within MEP.
- Performs other duties as assigned by the Director.

#### **V. Knowledge, Skills, and Abilities**

- Proficiency in Microsoft office products, including Word, Excel, and Outlook desirable.
- Ability to multitask.
- Outstanding organizational skills, initiative, flexibility, good communication skills.
- Strong command of grammar and writing skills.
- Bilingual Spanish speaking ability a plus.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services.

#### **VI. Mental Demands**

- Ability to work in a busy student environment and to positively impact the lives of students.
- Able to think abstractly, problem solve and effectively manage projects from start to finish.
- Ability to understand and relate well to students and adults of diverse ethnic backgrounds, to work independently and with little supervision, be proactive, take initiative and notice what needs to be completed.
- Ability to be a team player and contribute to a friendly, welcoming environment.
- Possess a vision and commitment to the specific needs of ethnic minority students with the ability to disseminate that knowledge to the campus community.
- Is in agreement with the Christian purpose of APU, demonstrates a mature Christian faith, and is in agreement with the APU Positional Statements.

#### **VII. Physical Demands**

- Position may require sitting for extended periods of time. Exerting up to 10 pounds of force.

For more information and to apply for this position please visit:  
[www.apu.edu/humanresources/positions/13771](http://www.apu.edu/humanresources/positions/13771)