

Director of Multicultural Affairs (S03370P)

Posting Details

Posting Number	S03370P
Position Title	Director of Multicultural Affairs (S03370P)
Department	Multicultural Affairs
Location	Arlington
Job Family	Student Services
Position Status	Full-time
Work Hours	Standard
Work Schedule	Monday-Friday; 8:00am-5:00pm. UTA currently requires periodic COVID-19 testing for all employees
Open to	External and Internal
FLSA	
Salary	Salary is commensurate based on qualifications and relevant experience.
Duration	Funding expected to continue
Pay Basis	Monthly
Benefits Eligible	Yes
Job Summary	<p>As part of the Division of Student Affairs, the Director must be a student-centered and collaborative professional responsible for oversight of the Multicultural Affairs department. In support of the University strategic plan the Director leads efforts to develop & implement co-curricular programs, events, and services focused on diversity, equity, inclusion and social justice.</p>
Essential Duties and Responsibilities	<ol style="list-style-type: none">1. Program Management: Development, implementation, and oversight of co-curricular programs, events, and support services aligned with:<ul style="list-style-type: none">• Social Justice Education• Student Success & Development• Recognition & Celebration of Culture, Heritage, and Intersecting Identities2. Leadership: Demonstrate effective leadership utilizing a combination of innovation, current trends & data, research, and best practices within higher education, especially focused on the needs of historically underrepresented student populations. Responsible for executing priorities, and handling multiple tasks and projects. Serve as a positive role model and advocate for historically marginalized students and their allies.3. Supervision: Provide effective and ethical supervision, training, and evaluation of professional and paraprofessional staff.4. Budget and Resource Management: Responsible for oversight of department budgets. Oversee effective and appropriate use of all resources.5. Outreach and Collaboration: Develop and maintain positive working relationships with key stakeholders. Work with colleagues on and off campus to meet the needs of an ever changing student population.6. Assessment: Responsible for department assessment and reporting.7. Advising: Provide guidance and advocacy for culturally based student organizations.

8. Committees: Represent the Division on University and appropriate non-University committees.

9. Performs other duties as assigned.

Required Qualifications

Master's degree in Higher Education Administration and Student Personnel, Student Affairs, or related field. Five (5) years of professional experience working with college students or the equivalent experience. Must have progressive leadership experience working with diverse and historically underrepresented student populations in a higher education setting. Proven experience with coordinating event programming. Effective public speaking and written communication skills. Experience supervising professional staff. Ability to build and manage teams and demonstrated organizational skills, including the ability to plan, establish priorities, and handle multiple tasks and projects. Proficiency with Microsoft Word and Excel.

Preferred Qualifications

Experience coordinating diversity and inclusion trainings. Experience working across a wide range of constituencies (e.g., students, faculty, administrative colleagues, parents, community residents, alumni, etc.) with a high degree of diplomacy. Experience advising college students and student organizations, especially culturally/identity based groups. Experience with producing departmental reports, budget management, assessment, and strategic planning.

Working Conditions

Ability to work in a diverse, fast-paced office environment. Primary hours from 8:00-5:00 Monday through Friday, with evening and occasional weekend availability required. Valid Driver's License in State of Texas.

Special Conditions for Eligibility

Working Title

EEO Statement

UTA is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. Additionally, the University prohibits discrimination in employment on the basis of sexual orientation. A criminal background check will be conducted on finalists. The UTA is a tobacco free campus.

Number of Vacancies

1

Desired Start Date

Open Date

Review Start Date

Open Until Filled

Special Instructions to Applicants

Applicants must include in their online resume the following information: 1) Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties and 2) Education: If no high school diploma or GED, list highest grade completed; If some college or college degree, list school name, degree type, major.

Requirement Questions

Required fields are indicated with an asterisk (*).

1. * What is the highest degree you have attained? (Please specify in your resume)

- Associate's degree
- Bachelor's degree
- Master's degree or higher
- None of the above

2. * How many years of experience do you have working in higher education?

- None/less than 1 year
- 1 to 2 years
- 3 to 4 years
- 5 years or more

3. * How many years of experience do you have working in leadership development, student affairs or a related field?

- None/less than 2 years
- 2 to 3 years
- 4 to 5 years
- 6 years or more

4. * How many years of supervisory experience do you have?

- None/less than 2 years
- 3 to 4 years
- 4 to 5 years
- 6 or more years

5. * How many years of experience do you have working with a diverse population with excellent writing and public speaking skills?

- None/less than 3 years
- 3 to 4 years
- 5 to 6 years
- 7 years of more

6. * What is your skill level using Microsoft Office Suite (Word, Excel, Outlook, etc.)? (Proficient is the highest skill level)

- No skills/Basic
- Intermediate
- Advanced
- Proficient

7. * Do you possess a valid Texas Class C operator driver's license or any other states equivalent to driving a personal vehicle?

- Yes
- No

Documents Needed To Apply

Required Documents

1. Resume or CV
2. Cover/Interest Letter

Optional Documents