Online Ad

Director Multicultural Resource Center

Amherst College is currently accepting applications for the Director of the Multicultural Resource Center. The Center is a hub for diversity and inclusion initiatives and serves as an important resource to the campus community in building and supporting an inclusive environment.

Within the last decade, Amherst College has profoundly transformed its student body in terms of socioeconomic status, ethnicity, race, and nationality. Today, nearly one-quarter of Amherst’s students are Pell Grant recipients; 43 percent of our students are domestic students of color; and 10 percent of our students are international students.

Reporting to the college’s Chief Diversity Officer, the Director oversees staffing, day-to-day operations, and programming of the Multicultural Resource Center in support of the mission of the newly created Office of the Chief Diversity Officer. The Director works in collaboration with the Queer Resource Center and the Women’s and Gender Center among other campus partners including the Office of Student Affairs to enhance the quality of underrepresented students' college experience through educational, social, and cultural programming as well as through leadership opportunities. Additionally, the Director serves as a programming resource student groups including cultural affinity groups.

Duties and Responsibilities:

Management:
- Management of the day-to-day operations of the Multicultural Resource Center.
- Hire, train and supervise student employees.
- Gather data and prepare annual reports.
- Budget planning and monitoring of expenditures.
- Manage Center website and other forms of social media.

Program Planning:
- Develop and deliver programs that promote retention of students of color.
- Promote faculty, staff, and community involvement through intellectual, social, and cultural programs.
- Plan and implement programs that promote cultural awareness for the campus community.
- Plan and implement opportunities for meaningful dialogue across difference.
- Assist in the promotion and integration of engagement, mentorship, and leadership programs in collaboration with campus partners.
- Serve as a programming resource to cultural affinity student groups.

Collaboration:
- Serve as a resource to and work collaboratively with campus offices.
- Serve as a member of the Diversity Programming Board.
- Serve on campus-wide committees and working groups as needed.

Commitment to diversity and inclusion at Amherst College:
- Engage in professional development activities.
- Must be available and flexible to work evening and weekends as needed.
• Other duties as assigned.

We invite candidates who are eager to assist the Office of the Chief Diversity Officer in achieving its goals for co-creating an inclusive campus community at Amherst College to apply.

Minimum Qualifications:
• Bachelor’s Degree
• At least two (2) years of related experience.

Preferred Qualifications:
• Master’s degree in Educational Administration, Student Affairs, Counseling, Multicultural Education, or a related field;
• At least three (3) years of experience in program administration and/or coordination in areas related to diversity and multicultural affairs;
• Knowledge of student development theory, diverse populations, and budgeting practices.
• Ability to meet deadlines, take initiative, and work independently.
• Excellent communication, presentation, interpersonal, and organizational skills.
• Commitment to a student-centered approach and building relationships with underrepresented students.
• Experience facilitating diversity trainings and workshop presentations.

Interested candidates should submit a cover letter, resume, and the names and contact information of three professional references. A review of applications will begin immediately and continue until the position is filled.

To apply online, please visit our web site at https://jobs.amherst.edu

Amherst College is an equal opportunity employer and encourages women, persons of color, and persons with disabilities to apply. The College is committed to enriching its educational experience and its culture through the diversity of its faculty, administration, and staff.