Responsible for developing innovative programs and services designed to create a more inclusive campus for students. In collaboration with the Director, provides strategic direction for the development, implementation, and evaluation of programming and administrative initiatives that emphasize and foster community awareness and inclusiveness for the diverse student population. Works collaboratively with the Director, Chief Diversity & Inclusion Officer, and other campus departments to identify and implement institutional priorities for student development and support. Mentors and advises students, clubs and organizations, and student leaders, to promote and create an inclusive campus environment that prepares students to enter the diverse global world.

- Work with all relevant Graduate and Undergraduate School departments to develop co-curricular support programs and services for multicultural and underrepresented populations.
- Working with the Director, infuse her/his expertise and perspective on diversity issues across the key functions of programs: recruiting, admissions, financial aid, program administration, student services, and career advancement.
- Support student organizations in developing inclusive activities and fostering the development of new, vibrant student organizations with a diversity and/or inclusiveness mission. Assist student leaders and organization advisers in programming activities that promote diversity, multiculturalism, and inclusion.
- Provide oversight for utilization of the campus Diversity Safe Space(s) and work with the student leaders on defining mission and purpose. Design, implement, and manage a diversity mentoring program for Diversity Leadership Scholars.
- Serve as the primary adviser to student leaders in their role as CUE's (Community Unity Educators).
- Collaborate with the other teams within the Glavin Office as well as Campus Life, Students Affairs, Graduate Student Affairs, and faculty on the planning and administration of campus-wide events that promote and celebrate diversity, multiculturalism, and inclusion (e.g., Martin Luther King Jr. Celebration, Black Affinity Conference, etc.).
- Assist in researching, cataloging, and communicating information about relevant student resources and work to connect students and organizations to other resources and opportunities at Babson and in the surrounding community. Develop evaluative tool to assess needs of students from under-represented populations.
- Train student organizations and student leaders on diversity related topics and how they apply to their organizational mission, leadership development, and campus roles.
- Oversee planning and execution of major campus celebrations, for Asian Heritage Month, Black History Month, Women's History Month, LGBTQ History Month, etc. Provide enrichment programs and events with a diversity and inclusiveness focus for students and the campus community members.
- Provide support and assistance in the administration of the POSSE program.
- Assist the Undergraduate and Graduate Admission department with a variety of tasks including evaluation of applications, selection of scholarships, creation of publications, and recruitment strategy.
- Collaborate with the Alumni Office to connect students and alumni and to coordinate the annual Black Affinity Conference.
- Manage the operational budget for Multicultural Programs.
- Manage Multicultural Programs-specific content (including narrative and statistical data) for various web and print reports/publications.
• Manages updates to Multicultural Programs internal calendars which includes event/programming, tasks, and scheduling.
• Serve on the Council for Inclusiveness & Community in a leadership capacity, and represent Glavin Office/Multicultural Programs on additional campus committees or task forces and at College functions as appropriate.
• Assumes additional responsibilities as required.

Supervises:
Coordinator, Multicultural & LGBTQ Programs/Graduate Assistant
Student workers (1-2)

Job Requirements

Education Requirements:
Minimum Level of Education Required Bachelor's Degree

Position Knowledge/Skills & Abilities Requirements:
• A minimum of 4-6 years of experience required.
• Demonstrated experience working with multiple diverse populations and developing innovative programs for underrepresented populations.
• Knowledge of student development theory.
• Demonstrated excellence with program development, management, assessment, and evaluation.
• Knowledge of student group advisement and organizational development; student and staff training development.
• Ability to establish and maintain collaborative relationships with faculty, administration, staff, parents, and alumni.
• Strong organizational and interpersonal communication skills.
• Ability to lead discussions and present information to audiences of various size and constituency at a college campus setting.
• Knowledge of current trends in student diversity and inclusion, particularly in regard to higher education.
• Strong computer skills including proficiency in Microsoft Office (Word, Excel, Access, PowerPoint).

Working Conditions:
• Some evenings and weekends as needed

Additional Experience, Skills & Abilities:
• Master's degree preferred.
• Prefer active participation with professional associations for diversity and inclusion practitioners.
• Prefer budget management experience.

Interested candidates should apply via our website https://babson.peopleadmin.com

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College is committed to enhancing diversity and inclusion across all levels of the College. Candidates who believe they can contribute to this value are strongly encouraged to apply.

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