

# POSITION VACANCY

## Westminster College

### Assistant Director for Diversity and Inclusion

Westminster College is currently seeking applicants for the **Assistant Director for Diversity and Inclusion**. This is a 12-month, full-time position with available housing, responsible for coordinating diversity and inclusion activity such as advising student organizations which serve minoritized student populations, advocating on behalf of students, and developing transformative social justice education programs.

#### Core Responsibilities

- Advise Black Student Union, Sexuality and Gender Alliance, and Disability Awareness Club as well as any newly established student organizations which serve minoritized student populations
- Coordinate ongoing events, retreats, and celebrations that provide opportunities for the campus community to engage in diversity, equity, inclusion, and social justice education
- Manage the Office of Diversity and Inclusion programming budget
- Regularly assess programs, practices, and resources to ensure they effectively meet the needs of students
- Provide orientation, transition, and support for international students
- Supervise the Office of Diversity and Inclusion work-study student
- Assist the Associate Dean of Student Affairs with strategic initiatives relating to diversity, equity and inclusion
- Participate in the Residence Life on-call rotation schedule

#### Additional Responsibilities

- Teach one section of Westminster 101, a college transitions course
- Provide intervention and referral for students experiencing social, emotional, or academic difficulties, including CARE case management
- Other duties as assigned by either the Associate Dean or Vice President of Student Affairs

#### Requirements

Master's degree in Student Affairs or related field. Strong theoretical and philosophical foundation in student development; demonstrated understanding of and commitment to issues of diversity, equity and inclusion in higher education; intercultural competence; strong experience with program development and event planning; criminal and other relevant background checks.

#### Supervision

This position is supervised by the Associate Dean of Student Affairs: Student Success and Inclusive Excellence.

#### To Apply

Please send cover letter, resume, and the names and contact information for at least three professional references by email to [SAJobApplications@westminster.edu](mailto:SAJobApplications@westminster.edu). Priority will be given to applications received by **October 1**, but will be accepted until positions are filled.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.