Cross Cultural Center Coordinator

(Student Services Professional II)

MB2016-PA2162

Apply Today! Open until filled. Application Screening Begins: Friday, March 25, 2016

PURPOSE:

Under the general supervision of the Associate Director of the Otter Student Union; the Cross Cultural Center Coordinator will have functional responsibility for the Otter Cross Cultural Center including the day-to-day operation of the center and activities related to the cross cultural development of the student body.

The Otter Cross Cultural Center provides programs and services that support the academic and social success of all CSUMB students through advisement, leadership development, student organization support, outreach, and intercultural programming. The Center is dedicated to providing a friendly environment that promotes and encourages a greater appreciation, respect, and inclusion of social differences. Co-curricular programs are offered to encourage free expression and discussion related to the success of a culturally conscious university where cross cultural competence is integral to student leadership, development and success.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Responsible for the daily operation of the Otter Cross Cultural center including recruitment, scheduling, motivation, and retention of student employees, ensuring supervision and safe operation of the related programs, and ensuring that activities are conducted in accordance with established service standards. Applies CSU, CSUMB, OSU, and Student Life operating policies and procedures in assisting to develop, organize, prioritize, and monitor administrative operations for the programs and the department. Develops and implements policies and procedures and ensures that they are interpreted and applied properly for all related facilities and programs.

2. Develops, implements, and evaluates new and recurring programs and services in support of student leadership and development (ex: Safe Zone, Ignite! Social Justice Retreat); assist with student leadership training, including conducting needs assessments and formulating recommendations. Promotes awareness and facilitates meaningful programming (both proactive and reactive programs) and dialogue related to cross cultural and diversity issues on campus.

3. Assists in budget preparation, policy development, program evaluation, and public relations for the Otter Cross Cultural Center. Responsible for Otter Cross Cultural Center budgets including fiscal analysis and reporting and proposal development. Develops and implements fundraising initiatives including external grants and other donations, and
identifies and seeks internal university funding such as Lottery and Student Fee funds for student programs and activities.

4. Develops and implements programs and initiatives based on campus climate assessments and student feedback in order to further the development of a culturally pluralistic campus community. Creates a safe and affirming student gathering area (within the limits of physical space) offering time for informal meetings, resource materials, and information to assist students' connections with organizations on campus and in the local community.

5. Creates and maintains relationships with appropriate individuals and departments on campus and collaborates routinely with Service Learning, Academic Departments, Student Activities and Leadership Development, and the Associated Students Cultural Enrichment Committee. Develops effective liaison relationships with and between the community and, student clubs, and organizations. Participates on relevant on-campus committees, recognizing the need for sensitivity to a diverse student population. Collaborates with the Office of Inclusive Excellence and assists in supporting the campus' cultural graduation celebrations (African-American, Asian/Pacific Islander, Chicano/Latino, Rainbow) and encourages information sharing and collaboration where possible.

6. Delivers workshops and other presentations in small and large group settings on student development, leadership and other related topics. Participates in the development and delivery of programming and training for student clubs and organizations, student leaders, and the general student community. As a team member within Student Life, may assist with orientation, first year experience, special events, etc.

Other Functions:

1. Actively participates in department meetings, training programs, collaborations, retreats and planning sessions.
2. Attends seminars and conferences to maintain program and professional development.
3. Performs other job-related duties and special projects as assigned.

PREFERRED QUALIFICATIONS:

Excellent written and oral communication skills, presentation and facilitation skills, time management and interpersonal skills; group facilitation and training skills, individual and group advising and student leadership development skills. Excellent human relations skills; strong conflict resolution skills; and organizational skills with strong attention to detail. Ability to remain calm under pressure and to multi-task in a fast paced environment. Strong personnel, supervision, and budget management skills. Demonstrated knowledge of California State University policies, executive orders, and Title 5. Experience with student fee referenda.

Technical fluency with Microsoft Office Professional Suite, Oracle-PeopleSoft/CSU Common Management System or equivalent baseline system; Internet and intranet browsers, and Google mail and calendaring programs. **Highly desirable:** Demonstrated understanding of and commitment to CSUMB's **Vision.**
SPECIAL CONDITIONS OF EMPLOYMENT:

Due to the nature of the work, this position requires work the ability to work flexible hours, including evenings and weekends, on a regular basis. Must possess and maintain a valid license to drive in the State of California, pass the Defensive Training Class, and be insurable under the University's liability coverage. Thorough knowledge of office systems and ability to use a broad range of technology, systems, and packages.

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. The incumbent is required to maintain confidentiality as outlined in the Department of Education's Family Educational Rights and Privacy Act (FERPA) and California's Educational Code Chapter 13 regarding sensitive student issues.

NOTE: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

WORK ENVIRONMENT:

Office environment with standard equipment and tasks. Position requires working at a computer and desk for extended periods of time. May require travel between campus offices and off-campus locations.

SALARY:

$3,746 - $5,325 per month, with an anticipated hiring salary range at entry level. CSUMB offers an attractive employee benefits package, CSU Benefits R04. The University Corporation at CSU Monterey Bay also provides access to affordable campus housing, Employee Housing.

APPLICATION PROCEDURE:

A completed online application and resume must be received by Human Resources by 5:00 p.m. on the priority screen date listed above to be guaranteed a review. Application submissions received after the application screening date will be reviewed at the discretion of the University. Materials submitted become the property of CSUMB and will not be returned. CSUMB will not fax application materials.

For assistance or if you require an accommodation, please call (831) 582-3389. For computer/online access you may visit the Tanimura & Antle Family Memorial Library (map) or our Student Service Center – first floor (map). Please check the links provided for the respective hours and location of each site. For additional campus information visit CSUMB.edu.
CSU Monterey Bay is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to: Age, Disability, Race or Ethnicity, Gender, Gender Identity or Expression, Nationality, Religion, Sexual Orientation, Genetic Information, Veteran or Military Status.

All employees must be eligible for employment in the U.S.

Job Requirements

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of: the practices, procedures and activities and the operation, functions, and programs of diversity/cultural centers. General knowledge of the methods and problems of organizational and program management. General knowledge of research and interview techniques; and of the principles of individual and group behavior.

Ability to: analyze complex situations accurately and adopt effective courses of action; advise students individually and in groups on complex student-related matters; determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature; interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action; carry out a variety of professionally complex assignments without detailed instructions; and establish and maintain cooperative working relationships with a variety of individuals.

MINIMUM QUALIFICATIONS:

Experience: Possession of this knowledge and ability is typically demonstrated through the equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job-related field may be substituted for one year of professional experience.

Education: Equivalent to a bachelor's degree from an accredited college or university and professional experience in areas related to university advising AND two years of professional experience in areas related to college advising and/or retention. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required experience on a year-for-year basis.

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