Job Title: Associate Director for Student Equity, Access, and Retention (17049)

Get to Know American University
At American University we value open and honest inquiry, servant leadership, and the affirmation of the human dignity of all. We envision a thriving AU community where individuals of all identities and experiences are understood, appreciated, and fully included, and where equitable treatment, opportunities, and outcomes prevail.

Our diverse community of students, faculty, and staff represent every state and more than 150 countries. Our internationally recognized faculty are today's thought leaders in the areas of public policy, law, the arts, communications, international development, and more. Our staff are innovative, service-oriented, and dedicated to moving the university towards achieving its strategic goals. We are committed to an excellent experience for all of our students, faculty and staff and share a passion for creating change through our knowledge and our work.

Learn more about American University by clicking here.

Summary/Objective
Within the Center for Diversity & Inclusion, the Associate Director for Student Equity, Access, & Retention will have overall leadership and management responsibility for overseeing direct service to domestic minority and multiracial/multiethnic students. Develop and implement collaborative student-centered specific programming initiatives related to community-building, equity, and access for underrepresented students. This position will utilize a data driven approach to examine student experiences, retention, and graduation completion linked to campus experience, global context, and changing demographics.

Responsibilities include, but are not limited to, building relationships with individual students and working in collaboration with campus partners to develop and implement evidence-based strategies to enhance the quality of underrepresented students' college experience. This position will oversee the CDI's portion of the university's CARE Network, the campus pantry the “Market”, work with key campus partners such as Financial Aid, Housing and Residence Life, Dean of Students Office, Alumni Relations and Development, student organizations, faculty, and student advising units. This position has decision-making/problem solving authority for the Center for Diversity & Inclusion to address and resolve student issues under the guidance of the Director of CDI. Associate Director for Student Equity, Access, & Retention is responsible for the direct supervision of the full-time Assistant Director for Student Success, Transition, and Retention, the “Market” Campus Pantry Graduate Assistant, AU District Scholars Graduate Assistant, Student Support & Outreach Graduate Assistant, Student Support Programs Assistant, Research, Assessment, Administrative Support Assistant, and Social Media, Communications, & Outreach Assistant and indirect supervision of 3 full-time staff and 6 student staff.

Essential Functions
1. Student Outreach & Advising: With the CDI Director and Assistant Director for Retention and Student Success, develop and implement campus-wide retention initiatives tied to student support, community-building, equity, and access and sense of belonging.
2. Staff Supervision: Hire, train, supervise, evaluate, and conduct weekly staff meetings with direct reports.
3. Program, Education, and Resource Development: Provide leadership and direction for the development and implementation of community-building, equity, belonging, and access initiatives.

4. Assessment, Data, and Research: Provide leadership and direction for assessment tools to evaluate student success initiatives, student support needs, and program impact.

5. Administration: Respond to inquiries from students, staff, and families.

6. Marketing and Communication: Provide leadership direction for CDI’s social media and traditional marketing strategies to support CDI programs, trainings, workshops, publication, and passive programs.

Position Type/Expected Hours of Work
- Full Time
- Project Leader/Advisor B
- Exempt
- Position requires some student-centered night and weekend hours.

Salary Range
- $65,000-70,000

Required Education and Experience
- Master's degree in higher education, student affairs, counseling, social work, or related field.
- 5-8 years of relevant experience
- Minimum of 7 years' post-masters experience with experience in diversity, equity, inclusion, access, and justice work.
- Eight or more years administrative experience that includes budget management, program development and student advising/counseling/mentoring in higher education.
- Experience serving as an advocate and resource for ethnically and racially diverse students within a university/college environment.
- Knowledgeable of best practices and experience in the development and implementation of successful advising, mentoring, social, identity-based programs.
- An understanding of how individual and group identity intersects with race, ethnicity, class, gender, gender identity and expression, sexual orientation, and nationality.
- Strong oral, written and presentation skills with the ability to effectively communicate with diverse audiences.
- An ability and desire to be actively involved with campus initiatives and work collaboratively with groups of students, faculty, staff, and administrators.

Preferred Education and Experience
- Teaching experience in secondary or higher education.
- Curriculum and/or program development, student support, and crisis management.
- Demonstrated competence in research, program assessment and assessment of learning outcomes.

Additional Eligibility Qualifications
- Hiring offers for this position are contingent on successful completion of a background check.
- To ensure the health and safety of our community AU requires COVID-19 vaccinations for faculty and staff. Click here to learn more about our health and safety directive.

Benefits
AU offers a competitive benefits package including a 200% matching retirement plan, tuition benefits for full-time staff and their families, several leadership development certificates, and has been
recognized by the American Heart Association as a fit-friendly worksite. Click here to learn about American University's unique benefit options.

**Current American University Employees**
If you are a current employee at American University, please log into AsuccessfulU through the myAU portal. Once in AsuccessfulU, please select the Careers tile which will take you to our internal career page.

**Contact Us**
For more information or assistance with the American University careers site, email theworkline@american.edu.

*American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual’s genetic information or any other bases under federal or local laws (collectively "Protected Bases") in its programs and activities.*