About the position and the Division of Equity & Inclusion:
The Division of Equity and Inclusion (DEI) works to build capacity for UO’s global leadership around policies, practices, and programs for equity, inclusion, and diversity. DEI promotes inclusive excellence by working to ensure equitable access to opportunities, benefits, and resources through engagement with the campus and the community. As a part of our efforts, we design and implement campus-wide programs to recruit and retain a diverse community of student, staff, and community partners.

The Center for Multicultural Academic Excellence (CMAE) is a unit within DEI where students are empowered, engaged, and nurtured for success. Our vision is to build and empower an inclusive and diverse community of scholars who exemplify academic excellence and inspire positive change. Our mission is to promote student retention and persistence for historically underrepresented and underserved populations. CMAE is comprised of academic counselors and staff who provide culturally competent, holistic and student-centered advising, coaching, mentoring and support. We develop and implement programs and services that support retention, academic excellence, and success at the UO and beyond. In addition, CMAE staff work collaboratively with campus partners assisting students in making a smooth transition to the UO by serving as campus and community connectors, thereby allowing students to take full advantage of educational, professional and social opportunities on campus. We reaffirm our commitment to all students, including undocumented and tuition equity students.

The Multicultural Academic Counselor advises and supports a diverse student population including Diversity Excellence Scholars, underrepresented students, and students seeking support and advisement. In addition, the position specializes as the Retention Specialist for Black and African American students. Duties include supporting the mission and objectives of CMAE as a central support program on campus, and serve as a campus resource for Black and African American students; assisting students with academic planning, retention and post-graduation planning; collaborating with faculty and staff on campus to support historically underrepresented students; and working with other CMAE counselors and campus academic advisors to promote collaborative educational and professional development opportunities for students. This position will also assist CMAE in developing and coordinating academic success resources and programs.

This position reports to the Director of the Center for Multicultural Academic Excellence.

Minimum Qualifications:
- A Bachelor’s degree from an accredited institution;
- Two years of professional work experience in advising, counseling, mentoring, or related work environment that included one-on-one interaction with others for the purpose of accurately and effectively conveying information and/or providing guidance.

Professional Competencies:
- Demonstrated understanding of issues facing diverse students: students of color and students from under-represented and under-served populations, including minoritized, low-socioeconomic, first generation, and non-traditional backgrounds.
- Knowledge and experience with Black and African Americans, and deep understanding of the unique experiences and needs of these students.
- Strong organizational and written communication skills as evidenced by application materials.
• Ability to maintain confidentiality at all times including understanding of FERPA and other policies, procedures or regulations that guide interactions with students and colleagues.
• Ability to work effectively with university teaching faculty, administrators, and staff at all levels.

Preferred Qualifications:
• Master’s degree in Higher Education Administration, Student Personnel Services, Counseling, Academic Administration, Psychology, or other related fields.
• Knowledge of Banner, Navigate, Canvas, Data Warehouse or other comprehensive higher education-related student databases and tracking systems.
• Experience working on issues of diversity, equity and inclusion to effect meaningful change and promote student success and retention.
• Experience in strategic planning and/or program assessment.
• Demonstrated knowledge of CAS standards and NACADA Core Values for academic advising.

Essential Functions:
1. Academic Counseling, Student Support and Advocacy (65% of time)
2. Programming and Assessment (20% of time)
3. Outreach (10% of time)
4. Other duties as assigned (5% of time)

Hiring Range: $46,500 - $48,000 per year