



## **Director, Office of Multicultural Student Affairs**

### **General Summary**

Reporting to the Assistant Vice Provost / Executive Director of the Center for Identity + Inclusion, the Director of the Office of Multicultural Student Affairs (OMSA) leads a team of three (3) full-time staff in the development of a wide variety of educational programs and resources related to racial and ethnic identity for students in the College, graduate divisions, and professional schools. The Director serves as a resource and advocate for students of color and multicultural students, strives to foster intercultural engagement and raise critical consciousness among campus community members, and develops programs and resources that align with the mission/vision and strategic priorities of OMSA, the Center for Identity + Inclusion (CI+I), and the Office of the Provost. The Center for Identity + Inclusion reports to the Vice Provost for Academic Leadership, Advancement, and Diversity.

OMSA is one of three (3) offices housed within the Center for Identity + Inclusion (CI+I), along with LGBTQ Student Life and Student Support Services. The overall goals of CI+I are to: create a campus environment that supports the exploration of varied identities and their intersections; increase knowledge of different worldviews to strengthen cultural competencies and their application in a variety of contexts; create opportunities to engage in challenging conversations to advance a more equitable society; and amplify student voices and advocate for and with students from marginalized identity groups in areas that will enhance their experience on campus.

This position serves on the leadership team for CI+I with the Assistant Vice Provost/Executive Director, Senior Director/Assistant Dean, Director of LGBTQ Student Life, and Director of Student Support Services.

### **Principal Duties and Responsibilities**

Develop short and long-term goals and learning objectives and provide strategic direction. Create a robust portfolio of programs and resources that promote the development of students from a variety of backgrounds. Lead staff members in developing curriculum for workshops/trainings on building inclusive communities, identity development, and other topics related to diversity and inclusion. Facilitate dialogues on complex issues related to campus climate and current events. Serve as a resource, advocate, and advisor for students of color and multicultural students, and seek opportunities to build community. Meet with individual students and student organization leaders. Actively engage and seek feedback from Student Advisory Council members and student staff members. Represent OMSA and CI+I in various contexts and on University-wide committees. Build and strengthen relationships with campus and community partners and peer institutions. Collaborate with students, faculty, staff, University departments, and alumni organizations. Plan and manage program budgets. Be responsible for marketing and assessment efforts. Prepare reports for key stakeholders. Establish and administer policies and procedures within the office. Supervise staff and student staff members.

The Director will create an environment that prioritizes student learning, development, and well-being; inspire innovation; build supportive, inclusive, and accessible communities through programs and resources; improve student engagement and institutional performance through rigorous assessment and evaluation practices; effectively use and manage University resources to accomplish mission and goals; forge educational partnerships that advance student learning and development; create, encourage, and support professional and staff development through active participation and contribution to professional organizations, training and education programs, individual mentoring, and team development.

### **Education and Experience**

Master's degree required with 6-8 years of professional experience in higher education/student affairs working

directly with and advising students of color, multicultural students, and/or underrepresented populations. Experience supervising full and part time staff and students. Experience planning and executing large-scale programming/workshops related to identity. Strong ability to understand the needs of the University of Chicago community and work with students, faculty, and staff in a wide array of situations; an understanding and/or commitment to promoting diversity and inclusion; knowledge of data management and analysis, social media platforms and Microsoft Office Suite; must be able to work independently, handle multiple projects, manage details in an organized manner, and carry out assignments without detailed instructions; excellent written, oral, and interpersonal communication skills required; strong analytical skills required; must exhibit creativity, flexibility, and attention to detail.

Ability to work regular evening hours and some weekends required.