Founded in 1813, Colby is one of America’s most selective colleges. Serving only undergraduates, Colby’s rigorous academic program is rooted in deep exploration of ideas and close interaction with world-class faculty scholars. Students pursue intellectual passions, choosing among 56 majors or developing their own. Independent and collaborative research, study abroad, and internships offer robust opportunities to prepare students for postgraduate success. Colby is home to a community of 1,850 dedicated and diverse students from around the globe. Its Maine location provides easy access to world-class research institutions and civic engagement experiences.

Under the leadership of its new president, David A. Greene, Colby is building on this strong foundation while remaining committed to excellence, to supporting students and faculty at the highest levels, and to the College’s deep liberal arts traditions. This new chapter includes plans for creating innovative academic initiatives and partnerships, strengthening the connections between the liberal arts and the professional world, revitalizing downtown Waterville, and pursuing significant capital projects for performing arts and athletics. Colby invites applicants to apply for the position of:

**Assistant Director of Pugh Center and Coordinator for Student Diversity, Inclusion, and Equity Programs**

**Pugh Center**

Full-time, 12-Month, Exempt, Salaried, Administrative Staff Appointment

Reporting to the Senior Associate Dean of Students and Diversity, Inclusion, and Equity Programs, the Assistant Director of the Pugh Center (AD) provides program support, logistical oversight to Pugh Center activities, and advises individual students and student organizations involved in diversity, inclusion, and equity programming. The AD will partner with students, faculty, and staff to enhance personal and academic support for students from underrepresented groups and expand multicultural, diversity, and social justice education efforts. The AD will be an innovative professional who can provide leadership and serve collaboratively for various programs related to diversity, inclusion and equity at Colby College.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Overseeing the day-to-day functions of the Pugh Center
- Coordinating the campus-wide Colby United Project (Diversity and Social Justice Awareness Trainings and Programs)
- Promoting, Marketing, and Assisting with the Pugh Center Lecture Series, MLK Day Commemorative events, Awareness/Cultural Events, and PCB
- Supporting current student development and support programs (PC First Year Transition, First Generation to College Student, SVP Educators, etc.)
- Collaborate with Gender and Sexual Diversity Program Director and Pugh Center Director to create a robust environment that encourages exploration, education, and engagement of diversity, inclusion, and equity

**QUALIFICATIONS:**

- Bachelor’s degree required; advanced degree preferred
- Demonstrated understanding of student development frameworks (especially as it relates to White, Latino, and/or Asian American Student Development Identity Theory), multiculturalism, inclusion, social justice and social change models/theories
- Experience with social class awareness models, LGBTQ students, and a commitment to engaging students in broad topics relating to diversity and social justice
- Experience working in a dynamic environment
- Demonstrated success with engaging a wide-range of constituents in diversity and social justice educations, leadership in creating programs, implementing projects, and assessment.

**KEY RELATIONSHIPS:**
This position has significant interaction with supervisors, students, faculty and staff, as well as other constituents.

**PHYSICAL EFFORT/ENVIRONMENT:**
General open office and campus environment. Position involves sitting, although frequent movement is necessary. Walking, standing, bending, and twisting required. Computer usage involving repetitive hand/wrist motion is also necessary.
Interested candidates should apply electronically by clicking the "Apply Now" button on the Colby College website. Please submit a letter of interest, salary requirements, resume, and the contact information of three professional references. Materials should be addressed to:

Assistant Director of Pugh Center/Coordinator for Diversity, Inclusion, and Equity Programs – Search Committee
Office of Human Resources
Colby College
5500 Mayflower Hill
Waterville, ME 04901-8855

A review of applications will begin immediately and continue until the position is filled.

Colby is a private, coeducational liberal arts college that admits students and makes employment decisions on the basis of the individual's qualifications to contribute to Colby's educational objectives and institutional needs. Colby College does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, disability, religion, ancestry or national origin, age, marital status, genetic information, or veteran's status in employment or in our educational programs. Colby is an Equal Opportunity employer, committed to excellence through diversity, and encourages applications from qualified persons of color, women, persons with disabilities, military veterans and members of other underrepresented groups.

For more information about the College, please visit www.colby.edu.