

**MICHIGAN TECHNOLOGICAL UNIVERSITY  
CLASSIFICATION DESCRIPTION**

**Job Title:** ASSISTANT DIRECTOR  
**Department:** CENTER FOR DIVERSITY & INCLUSION  
**Salary Guideline:** NEGOTIABLE BASED ON EXPERIENCE (NO LESS THAN \$38,000)  
**Supervisor:** DIRECTOR, CENTER FOR DIVERSITY & INCLUSION

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**SUMMARY:** The Center for Diversity & Inclusion is seeking to fill the Assistant Director vacancy. The role of the Assistant Director is to establish, implement, administer, and assess programs and services for underrepresented students and the campus community. The successful Assistant Director will work with a wide variety of constituents on- and off-campus to support and assess the needs of students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Co-coordinating the implementation and assessment of the Diversity Education Program.
- Planning and implementation of the Dr. Martin Luther King Jr. Week programs and event.
- Developing engaging and thoughtful Black History Month programs and events
- Assuming leadership for planning and executing Michigan Tech's Parade of Nations
- Leading efforts to offer educational opportunities for majority and minority students on campus through lectures, workshops, programming, and one-on-one conversations.
- Assisting the Office of Admissions and the Graduate School in the recruitment and retention of students of color.
- Providing leadership and programmatic support for underrepresented student groups.
- Supporting individual students around issues of diversity awareness and work collaboratively with colleagues in Student Affairs, and others to weave diversity education and training into the fabric of existing and new programs.
- Assisting in the development of policies and procedures, newsletters, brochures, web pages, etc. that can be used to promote diversity at Michigan Tech.
- Collaborating with all Center of Diversity and Inclusion staff as well as our university, community, and corporate partners.
- Researching best practices in diversity initiatives and using those findings to inform decisions.
- Developing unique programs or communications strategies to promote diversity, and assess the outcomes of those initiatives with a particular focus on their impact as related to recruitment and retention.
- Planning and managing budgets related to diversity initiatives and obtaining funds for programs, activities, and initiatives.
- Participate on various University committees, search groups, etc.
- Working irregular hours due to the nature of the position.
- Assuming administrative responsibility for projects when assigned.

**SUPERVISORY RESPONSIBILITIES:**

Functional supervision may be exercised over student assistants.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

**REQUIRED:**

- Masters degree in student affairs or a related field, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Two years professional experience in Student Affairs.
- Demonstrated understanding of the issues, currents trends, and practices of traditionally underserved populations.
- Demonstrated understanding of student development theory and a commitment to student success.
- Demonstrated willingness to work evening and weekend hours.
- Ability to legally operate a motor vehicle.

**DESIRABLE:**

- Master's degree in student personnel, or a related field.
- Demonstrated experience working with diverse students and providing support and services to undergraduate and/or graduate students who are from traditionally marginalized groups.
- Demonstrated knowledge of issues related to first generation low income students.
- Demonstrated ability to use judgment when dealing with confidential information.

## **ASSISTANT DIRECTOR – CENTER FOR DIVERSITY & INCLUSION**

Experience working with postsecondary students and coordinating student related activities and programs.  
Experience in college admissions, alumni outreach, and/or advising students or student groups.  
Proactive and creative approach to problem solving and experience providing crisis intervention and referrals to appropriate campus and community resources.  
Demonstrated ability to foster a collegial and collaborative work environment through effective outreach and partnerships across identity groups, and administrative levels (i.e., peers, faculty, and administration).  
Experience with online outreach and current technology (i.e. social networking sites, blogs, chat rooms, etc.)  
Experience with academic success programming and intervention, and assessment of educational outcomes.  
Experience working effectively with administrative and academic sides of a University.  
Demonstrated teaching skills and/or mentoring skills.  
Experience in educational programs directed at student development in higher education.

### **OTHER SKILLS AND ABILITIES:**

#### **REQUIRED:**

Demonstrated ability to creatively plan, organize, and execute events.  
Proven competence in managing multiple tasks and competing priorities.  
Superior organization ability, interpersonal skills, and facility in oral and written communication.  
Demonstrated teambuilding and networking skills.  
Demonstrated ability to function effectively in stressful work environments.  
Demonstrated ability to build relationships with faculty, students, parents, staff, and counselors.  
Demonstrated experience to work independently and collaboratively.

#### **DESIRABLE:**

Demonstrated success with designing and providing programs to retain students.  
Demonstrated understanding of and commitment to the comprehensive mission, vision, and strategic plan.  
Demonstrated knowledge and expertise in working with STEM students.  
Experience in advising student groups and/or organizations.  
Experience being a goal-oriented, charismatic, self-disciplined, willing risk-taker with a genuine interest in the success of all students.  
Demonstrated knowledge of the latest in computing and technology for the student affairs area.  
Enthusiasm and dedication to inspire staff, students, volunteers, and donors.