



POSITION DESCRIPTION

Department:	Student Affairs, Diversity and Belonging
Classification Title:	Student Services Professional II
Working Title:	Native American and Indigenous Cultural Center Coordinator
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

Student Diversity and Belonging (SDAB) is a collaborative sub-division of community centers that serve an active role in creating a culturally enriching environment at Cal Poly’s campus and in San Luis Obispo. We instill understandings of diversity and inclusive excellence by facilitating identity-affirming spaces of belonging and student-centered programming, student support services, and peer educational learning opportunities. Our unit is comprised of the following campus community centers: Black Academic Excellence Center (BAEC), Dream Center, Gender Equity Center (GEC), Latinx/e Center for Academic Success and Achievement (La CASA), MultiCultural Center (MCC), Men & Masculinities Center, Native American and Indigenous Cultural Center (NAICC) and Pride Center.

Under general supervision of the Assistant Director of Race and Ethnicity, the NAICC Coordinator will lead programs and events that support the development and functions of the Native American and Indigenous Cultural Center and are rooted in the needs and experiences of Native and Indigenous students, which include but are not limited to, Indigenous Peoples Day, Native and Indigenous Heritage Month, Indigenous community engagement spaces and Native and Indigenous Commencement. The Coordinator is responsible for the design of events and/or services that focus on the identity, culture, retention, and concerns of the students and student identities affiliated with their programs. The Coordinator directs programs and supervises undergraduate student staff and a graduate assistant. The Coordinator will work as a part of a team in implementing strategies to support and educate University students, faculty and staff about the lives, culture and concerns of various groups within their particular program area/s.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily 90%

1. Enhance students' navigational capital by facilitating referrals to appropriate campus offices such as the Academic Advising Center, Dean of Students Office, Financial Aid, Ombuds, and Counseling Services. Provide follow-up and advocacy to enhance their university experience as needed.
2. Partner with campus resources (e.g., campus research opportunities, study abroad programs, leadership development) to develop pathways for students' participation in high-impact programs.
3. Collaborate with campus partners to design and implement programs and initiatives that support the academic success of Native American and Indigenous students.
4. Cultivate a welcoming space while fostering community and belonging through center management.

5. Lead the planning, implementation, and assessment of NIACC student dialogues, retreats, and other community-building activities that center the experiences of Native and Indigenous student communities.
6. Facilitate educational workshops of varying degree of complexity in order to provide alternatives to learning not readily available or where precedents are not established.
7. Coordinate and implement student-centered educational programs or experiences.
8. Support the coordination of related cultural commencements.
9. Make recommendations for policy and/or program changes.
10. Oversee day-to-day operations of the center, including fiscal operations, expense planning, reporting, and compliance with financial policies and regulations to support departmental objectives.
11. Lead the recruiting, hiring, training, supervising, and evaluating NAICC student assistants.
12. Identify, build, and maintain relationships with affinity Native American and Indigenous student groups, including recognized student organizations and interest groups, to enhance student experience and promote partnerships.
13. Complete administrative tasks including but not limited to; event marketing materials, website edits (i.e., updating text and events on the center webpage) room reservations, classroom technologies reservations, student reimbursements, poly portal or campus-wide announcements, meeting minutes, recap emails, answering phones, completing reports.

Related Job Functions

As Needed 10%

1. Resolve conflicts, facilitate communication between student staff and notify management as necessary.
2. Participate and represent the department in assigned Student Diversity and Belonging, Student Affairs and other university committees, meetings and activities.
3. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.
4. Other duties as assigned.

Required Education, Experience, and Credentials

Education and Experience:

- Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Two years of professional experience in one of the student services program areas or in a related field. A master's degree in a job-related field may be substituted for one year of professional experience. Additional specialized experience during which the applicant has acquired and successfully applied the required knowledge and abilities may be substituted for the required education on a on a year-for-year basis.

Licenses, Certificates, Credentials:

- Possession of a valid driver's license or the ability to obtain by date of hire.

Required Skills, Knowledge, and Abilities

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Knowledge of culture and needs of under-represented communities.
- Ability to facilitate training, workshops, panels, dialogues, and discussions.
- General knowledge of the methods and problems of organizational and program management.
- Ability to advise students individually and in groups on routine matters.
- Working knowledge of policy, social, and interdisciplinary issues affecting under-represented communities.

- Working knowledge of social identities such as race/ethnicity, socioeconomic status, religion, gender identity, gender expression, sexual orientation, national origin/immigration status, age, and/or ability.
- Ability to develop a team and provide lead work direction.
- Ability to interpret and apply program rules and regulations and use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Ability to make decisions and carry through actions that facilitate collaboration and campus partnerships.
- Ability to understand, interpret, communicate and respond to sensitive issues involving student conduct and student safety.
- Ability to quickly and effectively assess needs, intervene in student behavior and crisis situations, and make appropriate referrals.
- Ability to collect, compile, analyze and evaluate data and make verbal or written presentations.
- Ability to initiate, develop, and maintain relationships with key stakeholders and constituents, including prospective students and their families, secondary and post-secondary personnel, community-based organizations, and other organizations involved in the college selection process.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Skills and Experience

- Master's Degree in Student Affairs Administration, Ethnic Studies, or equivalent.
- Direct experience working with and in service to under-represented student populations.
- Experience planning, organizing, and administering programs and events.
- One year of experience in the student development profession or with a community non-profit or social services agency.
- Understanding of racial and ethnic identity theories, frameworks, and concepts.
- Demonstrated skills in an institutional/educational environment utilizing a student-oriented and service-centered approach.

Special Conditions

- Must be able to work evenings, occasional weekends, and adjust working hours as needed to manage job priorities. May be called back periodically to perform work as needed on an emergency basis.

- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- Must be able to lift up to 25 pounds of materials when traveling.
- Must maintain a valid driver's license at all times during employment.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

KRISTINE GUZMAN ASSISTANT DIRECTOR, STUDENT DIVERSITY AND BELONGING	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

TANAISHA COLEMAN, DIRECTOR OF STUDENT DIVERSITY AND BELONGING	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: SSP II
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 3082/1
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R04
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: N/A
<input type="checkbox"/> COI Position		Classifier Initials: LD
Recruitment Number: _____		Date: 8/15/24