

## **Carleton College Exempt Position Description**

**Job title:** Assistant Director of the Office of Intercultural Life (OIL) (1)

**Department:** Office of Intercultural Life (OIL)

**Reports to:** Director of the Office of Intercultural Life

**Status:** Full-time, Exempt (11-month position) .92 FTE, Exempt

**Grade of position:** 10

**Revision date:** May 14, 2021

### **Position Overview:**

The Office of Intercultural Life (OIL) employs a Director and two Assistant Directors who are responsible for working with student staff for the continued implementation of comprehensive student life programs and services on diversity, student leadership development, cross-cultural programming, cultural sensitivity, and current Higher Ed. topics.

This role focuses on campus programming targeted to increased awareness and understanding of topics related to diversity, race and inclusion as well as the supervision of student staff.

The Office of Intercultural Life (OIL) fosters a campus-wide climate of respect. The office reflects the changing paradigms of the growth of many U.S. cultures reflected by currently enrolled students of color. OIL advocates for the promotion of a diverse and nondiscriminatory campus community, while preparing students for the pursuit of lifelong learning. OIL is open to assisting all students regardless of race, gender, color, age, religion, disability, sexual orientation, and national or ethnic origin. However, the office has a unique role with regard to enhancing the overall quality of life for students of color on campus by focusing on retention, programming, leadership development, training and education.

### **Essential Job Functions/Responsibilities:**

- Assist Director with facilitation of diversity training workshops for students' topics relating to diversity, race, and cross-culturalism.
- Create interdepartmental collaboration and offer programs and services specifically designed to help students adjust and thrive at the College.
- Assist in developing campus wide programming focused on diversity and inclusion.
- Assist in advising a caseload of students affiliated with OIL.

### **General responsibilities:**

- Direct responsibility for planning and implementation of convocations series speakers and lunch, including Hispanic Heritage Month, Black History Month, Native American Heritage Month, and Asian Pacific History Month.
- Assist in planning and coordinating the OIL retreat and trainings.
- Promote community and be an active and accessible presence on campus.
- Represent the Division of Student Life and Carleton College at key events, as needed, including, but not limited to: student and alumni events, community outreach efforts recruitment events, and regional/national association.
- Assist in advising 10-15 OIL Peer Leaders (OPLs) and the programming efforts.
- Advise and consult with the Cultural Programming Board to manage and organize student group events and activities.
- Manage the Cultural Houses and collaborate with Residential Life by following expectations of each house as outlined by the College.
- Assist with the department's ongoing programming assessment.
- Support community and campus involvement with the Community, Equity, Diversity Initiative (CEDI), ACM Minority Concerns Committee and Multicultural Alumni Network.
- Assist with New Student Week session related to diversity and inclusion and collaborate with other Student Life staff with trainings, workshops, and presentations from New Student Week through the academic year.  
Serve as a collegial, collaborative, and contributing member of the Division of Student Life.
- Maintain the office website.

**Education/Experience/Skills:**

**Required**

- Bachelor's degree and minimum of 3 years of directly related experience.

**OR**

- Master's degree in College Student Personnel, Higher education Administration, or related field and minimum of 1 year of directly related experience.

**In addition to meeting one of the above education and years of experience, the following skills and experience is required:**

- Demonstrated success working with traditionally underrepresented student populations, and diversity-training skills.
- Demonstrated experience with leading programming efforts on topics relating to diversity, race, and cross-culturalism.
- Professional experience with college age students in a college or university setting.
- Experience supervising student staff.
- Excellent written and oral communication skills.
- Strong interpersonal skills, demonstrated ability to work independently and effectively with students, faculty, and staff.
- Understanding of student development and college adjustment for students of color.
- Computer proficiency, including MS Word, Excel, databases, the Internet and web based applications.

**Preferred:**

- Basic website design and good management skills.
- Experience and understanding of the residential liberal arts college environment.
- Current or recent experience in Higher Education with related experience
- Word Press

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.