

Carleton College Exempt Position Description

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

Department: Office of Intercultural Life (OIL)

Reports to: Director for the Office of Intercultural Life

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

Grade of position: 10

Revision date: May 23, 2021

Position Overview:

The Office of Intercultural Life (OIL) employs a Director, two Assistant Directors, who are responsible for working with the OIL professional staff and 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 increase 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 and international students and the needs of a diverse intercultural community. 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 assist 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 and international students on campus by focusing on retention, programming, leadership development, training and education.

Essential Job Functions/Responsibilities:

Direct responsibilities:

- Assist Director with facilitation of diversity training workshops for students topics relating to diversity, race, and cross-culturalism
- Maintain and increase the persistence of students of color at Carleton through interdepartmental collaboration and offering 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.
- Supervise 10-20 OIL Peer Leaders (OPLs) and their programming efforts on topics relating to diversity and cross-culturalism.
- Organize and assess the OPL mentorship program in supporting under represented students on campus.
- Lead the Flyer Education Program (campus education on topics of diversity and globalism).

General responsibilities:

- 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 with the department's ongoing programming assessment.
- Support community and campus involvement with the Multicultural Alumni Network, Community, Equity, Diversity Initiative (CEDI), and ACM Minority Concerns Committee.
- Assist in planning and coordinating the OIL retreat and trainings.
- Assist with the Language Associate Orientation.
- Supervise student office assistants.
- Maintain the office newsletter and weekly email communication with students and staff.
- Serve as a collegial, collaborative, and contributing member of the Division of Student Life.

Education/Experience/Skills:

Required

Bachelor's degree and minimum of 3 years of experience in Student Affairs or a related field.

OR

Master's Degree and a minimum of 1 year of experience in Student Affairs or a related field.

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.
- Experience supervising student staff.
- Professional experience with college age students in a college or university setting.
- 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 students.
- Computer proficiency, including MS Word, Excel, databases, the Internet and web-based applications.

Preferred:

- Basic website design and management skills.
- Experience and understanding of the residential liberal arts college environment.

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.