

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Coordinator for Academic and Multicultural Student Services

Preparation Date: July 26, 2018

Function of Position:

Responsible to the Director of Pathways and the Director of Multicultural Student Services for developing and implementing academic, personal and professional programs and services that support multicultural student retention and persistence toward graduation. This hardworking and energetic professional will provide support for students by developing and supporting initiatives that promote engagement and cultivates a climate of awareness, understanding, and respect of diverse students. This person must demonstrate sensitivity to, respect for, and understanding of educational and social developmental needs of all students particularly those from historically underserved and/or underrepresented groups. This position is full-time 12 months and will have limited evening observation hours required.

Principal Duties and Responsibilities:

1. Provide academic advising, coaching, mentoring and advocacy for students, with a special emphasis on students of color, first-generation, and those from historically underserved and/or underrepresented groups. Collaborate with faculty and staff to develop programs and workshops that promote multiculturalism on campus and an appreciation for cultural and ethnic diverse students and community. (20%)
2. Partner with academic departments to manage all aspects of the Supplemental Instruction (SI) program. Recruit, hire, and train students for new SI Leader positions; supervise approximately 30 SI leaders who serve as mentors throughout the academic year. Collaborate with teaching faculty, administrative staff, and coaches on SI all matters related to SI. (20%)
3. Serve as a retention specialist on campus, assisting students with the transition to campus, academic planning, career exploration, cultural and heritage exploration and education. Encourage students to engage in high-impact educational practices during college. (15%)
4. Provide individualized career planning and vocational discernment to students and alumni, and assist in identifying educational and career goals and implementing post-graduation planning. Participate in and plan career related workshops, job shadowing opportunities, and employer visits. (15%)
5. Serve as the Summer Bridge Assistant Director and serve on the team that develops, plans, and implements the academic enrichment program focused on increasing academic performance and persistence of program participants. (10%)
6. Partner with academic departments to manage all aspects of the Math Lab. Recruit, hire, and train students for new Math Lab Assistant positions each year. Coordinate Math Lab training before the start of each term and provide ongoing training through meetings. Collaborate with teaching faculty, administrative staff and coaches on all matters related to Math Lab (5%)
7. Cultivate an interest and maintain contact for mutually beneficial relationships with Multicultural alumni and friends of the college. Broaden and support programs that enrich current students and multicultural alumni. (5%)

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisors regarding unusual matters.

Minimum Qualifications:

Bachelor's degree, Master's degree preferred. An understanding of issues, challenges, and current best practices in higher education working with underrepresented students; strong verbal and written communication skills; knowledge related to access, advocacy, retention, and mentorship of diverse populations; commitment to the educational development of students; demonstrated organizational skills; demonstrated commitment to diversity, social justice, and the development of multicultural competencies; demonstrated experience designing, implementing and planning educational programs; experience with relevant technologies; and ability to relate effectively with students and other college departments. (Spanish language skills preferred).

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.