

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Coordinator for Academic and Multicultural Student Services

Preparation Date: 4/21/2016

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 person will provide visible leadership by developing and supporting initiatives that promote engagement and cultivates a climate of awareness, understanding, and respect of diverse students. Work schedule: 12 months, full-time

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; will serve as a retention specialist on campus, assisting students with the transition to campus, academic planning, career exploration, cultural and heritage exploration and education; engagement in high-impact educational practices, and post-graduation planning. (20%)
- 2) Assist in identifying issues and develop initiatives to improve retention through initiatives which address topics such as, personal well-being, social adjustment, family support, and financial concerns. 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. (15%)
- 3) Serve on the Diversity National Advisory Board, institutional committees and work teams across campus including the Diversity & Inclusion Council and the Early Alert team. (5%)
- 4) Cultivate an interest and maintain contact for mutually beneficial relationships with Multicultural alumni and friends of the college to broaden and support the College's overall educational, admissions, career, and fundraising programs, particularly as these programs relate to the enrichment of current students and multicultural alumni. (10%)
- 5) Partner with academic departments and manage all aspects of the Supplemental Instruction (SI) program. Recruit, hire, and train students for new SI Leader positions each year; Supervise approximately 30 SI Leaders and five returning SI leaders who serve as mentors throughout the academic year; Design and maintain current SI Leader training materials and SI forms; Coordinate SI training before the start of each term and provide ongoing training through meetings and observations (evening hours required); Provide feedback to SI leaders on performance; Evaluate the SI program regularly and oversee the data collection for the program; Complete reports at the end of each term; Collaborate with teaching faculty and administrative staff on SI Leader hiring and other matters related to SI; Communicate with faculty concerning the implementation and effectiveness of SI in their courses; Develop and update SI policies, goals and objectives as needed; Collaborate with staff and coaches across campus to promote services (25%)
- 6) Provide individualized career planning and vocational discernment to students and alumni, and assist in identifying educational and career goals and implementing post-graduation planning. (13%)
- 7) Partner with academic departments and manage all aspects of the Math Lab. Recruit, hire, and train students for new Math Lab Assistant positions each year; supervise 8 to 9 Math Lab Assistants and one Math Lab Manager throughout the academic year; Coordinate Math Lab training before the start of each term and provide ongoing training through meetings; Evaluate the Math Lab regularly and oversee the data collection for the lab; Collaborate with teaching faculty and administrative staff on Math Lab Assistant hiring and other matters related to Math Lab; Collaborate with staff and coaches across campus to promote services (7%)
- 7) Reporting to the Summer Bridge Director, this person will serve as the Summer Bridge Assistant Director and provide day-to-day oversight of the summer bridge team that develops, plans, and implements the academic support services program focused on increasing academic performance and persistence of program participants. (5%)

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.

POSITION DESCRIPTION – Cont.**Title of Position – Coordinator for Academic and Multicultural Student Services****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 supervisor regarding unusual matters.

Minimum Qualifications:

Bachelor's degree in related field, 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.

Supplemental Question: To assist us in making the selection for the position, please respond to the following question individually and complete and submit your response with your application materials.

1. Please describe your experience working and communicating with diverse populations, particularly students and communities of color.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.