Saint Michael's College
Job Description

Job Title: Assistant Dean of Students/Director of Multicultural Student Affairs

Department: Student Life

Supervisor or Manager: Vice President of Student Affairs/Dean of Students

Date Created: 7/21/2005       Last Revised: 7/21/2005       FLSA Status: E

Approved by (print name): ________________________  Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Involvement opportunities are cultivated for students from historically underrepresented populations including, but not limited to African American, Hispanic/Latino American, Asian American, Native American and Racial American communities to maximize chances for successful academic and social-transition, integration and retention at the College
- Programs and efforts are developed, coordinated, implemented, evaluated, monitored and aimed at providing services to ALANA students and education regarding issues of multiculturalism and diversity for the entire College community
- Student advising, counseling, mentoring and group facilitation is provided for ALANA students
- Workshops are presented and training is provided to students, faculty and staff, and students’ academic, personal and developmental needs are assessed
- The Assistant Dean of Students functions as a generalist in the Office of the Dean of Students
- The College’s non-academic judicial and disciplinary procedures are managed to create and support out-of-classroom learning
- Learning opportunities are planned and created for individual students and the community, as well as efforts made toward policy enforcement, judicial hearings and mediation sessions
- The Assistant Dean of Students serves as a member of the College’s Crisis Management/Incident Response team and on call responsibilities are handled for the College

Essential Duties and Responsibilities:
Specific duties for the Director of Multicultural Affairs:
- Develops and administers departmental goals, and activities for the center for Multicultural Affairs
- Functions as a central resource and advisor for ALANA students regarding issues of transition, as on academic, social, cultural and personal matters
- Serves as primary advisor to the campus’ multicultural student organizations such as Diversity Coalition, ALANZA, and the MLK Jr. Society
- Plays a leadership role in the coordination and delivery of programs designed to heighten cultural awareness, appreciation of cultural diversity and intercultural and cross-cultural understanding for all students
- Assists in the College’s implementation of recruitment and retention for faculty and staff
- Plans and implements community-wide programs such as the MLK Jr. Society Annual Talent Show
- Plays a primary role in the programming and delivery of diversity education and training for students across campus
- Develops programs and activities aimed at raising awareness about issues of race and culture on campus
- Consults with faculty and other departments to promote and conduct campus-wide initiatives to aid in the recruitment, retention, personal development, campus involvement and academic success for ALANA students
- Leads orientation efforts for ALANA students and contributes to the orientation program for all students
- Makes opportunities available for students that connect them as integral members of the campus community
- Provides students with leadership training and opportunities

Specific duties for the Assistant Dean of Students:
- Provides leadership and coordinates the efforts for the Office of the Dean in crisis situations
Develops or assists with the development of policies and procedures reflecting best practices in student development theory, consistent with state and national laws and with appropriate sensitivity to a value-added institutional mission.

Administers campus policies and procedures, adjudicates student conflicts and collaborates with staff on disciplinary matters.

Works with the Dean of Students to ensure that services, activities and programs meet the needs of both the institution and the student body.

Assumes weekend “on-call responsibilities” as a College administrator during the academic year and serves as a primary contact in case of student or institutional emergencies or crises.

Serves on College planning and policy-making committees.

Anticipates issues of risk management in all programming endeavors and events at the College.

Collaborates with other offices at the College to provide services which will enhance, enrich and complement the holistic development of the student community at both the individual and group level and contribute to “the advancement of human culture in the light of the Catholic faith”.

**Secondary Responsibilities:**

- Assists Residence Life with programming, student needs assessment, and crisis resolution.
- Helps Residence Life staff with the extended orientation program and outreach.
- Supports Residence Life with RD, RA and AD training.
- Consults with Student Life on all matters relating to Student Affairs.
- Confers with the Admission’s ALANA Recruiter in his/her search for students.
- Performs other tasks and responsibilities as directed by the Vice-President for Student Affairs.

**Positions Supervised:**

- Work-study students (10)

**Position’s Major Contacts:**

- Vice-President and Dean of Students
- Asst. Dean of Students/Director of Residence Life
- Asst. Dean of Students/Director of Student Activities
- Asst. Dean of Students/ Director of New Student Programs and Development
- Housing Coordinator
- Administrative Assistant
- Dean of Academic Affairs
- Director of Student Resource Center
- Director of Health Services
- School for International Studies
- Asst. Directors of Residence Life
- Residence Directors
- Admission Counselor/ALANA Recruiter

**Demonstrates Excellence in this Position:**

- Remains open and makes self accessible to all students.
- Assesses students’ needs and responds to crises with skill and confidence.
- Faithfully represents our value-added institutional mission in any and all deliberations regarding the Multicultural Student Affairs, programs and policies.
- Maintains professionalism and personal distance in all areas, including crisis situations.
- Serves as an advocate for students and demonstrates the ability to assess students, needs, challenges and the level of resources necessary to provide assistance.
- Is familiar with institutional protocol relative to crisis situations and responds to all crises professionally and with restraint.
- Collaborates with appropriate resources both institutionally and in the surrounding community to better assist students.
- Is consistent, visible and responsive to students.
- Holds students accountable through supporting and challenging them in their process of development.
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**Education and Work Experience Required:**
- Advanced degree plus experience working with students in a college and/or university environment
- Background working with student and identity development, as well as a diverse and multicultural population
- Experience with pluralism, intercultural and cross-cultural understanding
- Familiarity with handling multicultural conflict resolution and multicultural/diversity programming and training
- Experience addressing multicultural/diversity issues in Higher Education and with inter-groups dialogue

**Analytic Skills Required:**
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills Required:**
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills Required:**

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**Licenses, Certifications and Other Requirements:**
- None required

**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Dean of Students/Director of Multicultural Student Affairs, occasionally the employee is required to lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Availability to work evenings/weekends and to travel overnight and cross-state for student trips, recruiting drives and conferences
- Some mental health, academic and other counseling skills are necessary
Additional Requirements for the Job (continued):

- Capacity to learn academic requirements and majors to better assist undergraduate students
- Ability to collaborate with other professionals and departments to provide services to students
- Skills to assess, respond to and resolve crises that are often complex due to imbedded cultural issues and issues of oppression and discrimination

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.