



## Division of Student Services

### **Assistant Director, Office of Multicultural Affairs**

The Assistant Director reports to the Director of the Office of Multicultural Affairs and is integral in assisting all staff in the overall daily operations of the office. A primary expectation is the creation and administration of new retention initiatives/strategies/programs that target under-represented multicultural students. Collaborations with faculty, the Director of Retention, the Director of the Office of Student Success, the Office of Admissions, and other professionals are expected. Secondary expectations include the development of diversity programming and initiatives, academic success programming, student leadership programming, and overall support to our students.

The successful candidate for the Assistant Director opening needs to promote and support the Catholic, Jesuit Mission of Creighton University as well as have a commitment to students and their learning. The Assistant Director is also responsible for serving on university wide initiatives that promote diversity and cultural competency of the Creighton community in addition to other departmental, divisional, and university assignments.

#### Essential Functions:

- Create new retention initiatives/programs/strategies that target under-represented students working in concert with the Asst. Vice President for Student Retention and the Director of the Office of Student Success.
- Responsible for organizing annual programs including but not limited to Multicultural Student Leadership Summit and Multicultural Communities in the Big O!
- Develop academic support for multicultural students: to include organizing study groups, arranging tutors, time management workshops management of probation and Diversity Scholars caseloads. Coordinate midterm interventions as necessary.
- Ability to provide presentations on various topics related to cultural competency, multiculturalism, identity development, academic success, and leadership.
- Assist students with crisis management to include financial aid, scholarship support and advocacy, personal and social issues that may disrupt their academic success. Serve on retention committee and coordinate efforts with the Director of Retention and the Academic Success Instructors.
- Develops creative partnerships on campus and in the community that focus on increased educational and co-curricular intercultural interactions.
- Serve as an advisor and/or moderator to various Multicultural Organizations
- Serve on university-wide committees representing the Office of Multicultural Affairs and Division of Student Services.
- Willingness to take on additional responsibilities as deemed appropriate by the Director of the Office of Multicultural Affairs.

#### *Minimum educational requirements:*

- Master's degree with emphasis in Higher Education, Social Work, Education or Student Personnel Administration required.

#### *Minimum experience required:*

- 3-5 years Higher Education and Multicultural Affairs experience required
- Experience in Diversity related program design and facilitation
- Must be a strong leader and passion for helping students
- Commitment to the ideals of Jesuit education

Job open date: July 25, 2008

Job close date: Open until filled

To apply, contact: Ricardo Ariza, Director, Office of Multicultural Affairs [ariza@creighton.edu](mailto:ariza@creighton.edu) (402) 280-2469