



# University of North Dakota

## Staff Position Announcement

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Human Resources • Twamley Hall Room 313 • 264 Centennial Drive Stop 8010 • Grand Forks, ND 58202-8010 • 701-777-4361

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www.humanresources.und.edu

humanresources@mail.und.edu

### DIRECTOR OF MULTICULTURAL STUDENT SERVICES

**POSITION NUMBER:** #12-200

**HR/WK:** 40

**CLOSING DATE:** Open until filled

**BENEFITS ELIGIBILITY:** Benefitted

**MINIMUM SALARY:** \$55,000.00 plus/year

**DEPARTMENT:** Multicultural Student Services

**POSITION STATUS:** Full-Time

**LOCATION:** Grand Forks, ND

**POSITION DESCRIPTION:**

Provide leadership and direction by establishing departmental review of policies, procedures and program management plans for academic support, cultural programming and the development and administration of innovative programs. Provides leadership on the development of programs and strategies for the retention of students of color. Oversees Cultural Diversity Tuition Waiver programs in cooperation with Enrollment Services and American Indian Student Services. Develops programs to enhance multicultural student groups' values and cultures such as Black History and Hispanic Heritage Months. Serves as advisor for Asian Student Association (ASA), Black Student Association (BSA), Organization of Latino Americans (OLA), and Asian, Latino, African, and Native Americans (ALANA). Works to enhance the campus climate for UND's diverse student population and to facilitate a community appreciation for diversity. Coordinates programs and services for students of color with other University offices and personnel, as appropriate. Directs the activities and evaluates the performance of staff members in the unit, provides supervision, training, professional development and management of personnel related issues. Administers and manages office budget including all payroll, fiscal and budgetary functions. Develops and coordinates outreach activities, publicity of Unit programs, and technology support, including web sites, related documents and materials, and staff training and education. Plans and directs facility maintenance which may include major repairs, improvements and construction. Serves on Student Affairs Council and provides leadership on various committees. Assumes responsibilities as designated by the AVPDOS and/or VP for Student Affairs.

Any submission regarding position openings are subject to the North Dakota Open Records law. The applications of all candidates and nominees are a matter of public record under the statutes and policies of the State of North Dakota.



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### REQUIRED QUALIFICATIONS:

- Master's degree with emphasis in higher education administration, student personnel/development, counseling, psychology, education or related field
- Three years relevant experience providing leadership in a multicultural environment
- Demonstrated understanding of issues facing student of color in higher education
- Knowledge of recruitment and retention initiatives, and program assessment
- Demonstrated experience in development and execution of educational programs
- Demonstrated experience in development and management of personnel and budget
- Previous experience advising student organizations
- Strong interpersonal, organizational and communication skills
- Appreciation and commitment to a research institution which provides a liberal arts education coupled with strong professional programs
- Ability to work collaboratively across all institutional lines
- Experience hiring, evaluating, supervising, and training of professional staff, graduate students and undergraduate students
- Criminal history background check

### REQUIRED APPLICANT DOCUMENTS:

- Completed UND application, cover letter, resume and reference list.

### SPECIAL INSTRUCTIONS:

Please complete UND Application/Control Card form found online at <http://und.edu/finance-operations/human-resources/> referencing job title and posting number. If claiming Veteran's preference, a DD Form 214 must be attached. If claiming Disabled Veterans Preference, a DD Form 214 and a copy of VA statement dated within past year must be attached. All applications must be received or postmarked by the closing date and have complete name and current mailing address.

### SPECIAL CONDITIONS:

Occasional evenings; Open until filled, review of applications to begin February 6, 2012