

IOWA STATE UNIVERSITY

An Equal Opportunity/Affirmative Action Employer

Vacancy Announcement

Vacancy ID #	100443
Title	Program Coordinators for Retention
Employing Department	Multicultural Student Affairs
Appointment Conditions	Continuous, 12 Months, Full Time
Proposed Start Date	August 2, 2010
Job Description	<p>As a unit within the Dean of Students Office in the Division of Student Affairs, the Office of Multicultural Student Affairs (MSA) is an important contributor to creating a campus environment that embraces diversity, as well as provides individuated supports for students of color through targeted and collaborated retention efforts and student leadership development.</p> <p>The two positions of Program Coordinator for Retention Programs are responsible for implementing multicultural student scholarship programs (such as the George Washington Carver Academy and Multicultural Vision Program). The position is also responsible for coordinating retention programming and academic intervention initiatives for first-year and continuing scholarship students, assisting with MSA outreach programming, and contributing to MSA assessment efforts.</p> <p>The successful candidate must demonstrate knowledge of the experiences of multicultural college students and have a willingness to work in a flexible environment, understanding that the needs of students and the needs of the institution will evolve over time.</p>
Required Qualifications	Bachelor's degree and two years of related experience such as serving multicultural students and/or developing programs related to the academic success/retention of multicultural students.
Preferred Qualifications	<p>Master's degree in college student personnel, counseling, educational leadership, or a related field.</p> <p>Demonstrated experience in academic success programming for multicultural students such as conducting academic interventions, developing first year experiences, implementing scholarship programs, and/or academic advising.</p> <p>Experience with student learning outcomes assessment and/or program evaluation.</p>

Special Conditions	All offers of employment, oral and written, are contingent upon the university's verification of credentials and other information required by federal and state law, ISU policies/procedures, and may include the completion of a criminal background check.
Application Instructions	<p>To apply for this position, please click on "Apply for this Vacancy" and complete the Employment Application. Please be prepared to attach or enter the following:</p> <ol style="list-style-type: none"> 1) Resume/Curriculum Vitae 2) Letter of Application/Cover Letter 3) Contact information for three references <p>If you have questions regarding this vacancy, please email Santos Nunez (snunez@iastate.edu) or call 515-294-6338.</p> <p>If you have questions regarding this application process, please email employment@iastate.edu or call 515-294-4800 or Toll Free: 1-877-477-7485.</p>
To ensure consideration, submit application by:	07-18-2010

For additional information about employment opportunities at Iowa State University, contact:

Recruitment & Employment Office

3810 Beardshear Hall

Ames IA 50011-2033

Phone: 515-294-4800 or Toll Free: 1-877-477-7485

E-Mail: employment@iastate.edu

Or visit our website at <http://www.iastatejobs.com>

Iowa State University is an Affirmative Action employer and will take action to ensure that employment practices are free of discrimination. Iowa State University is committed to achieving excellence through a diverse workforce.

Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Women and minorities are highly encouraged to apply for all employment opportunities. Inquiries or questions regarding our non-discrimination policy can be directed to Carla R. Espinoza, Director of Equal Opportunity and Diversity and ADA Coordinator, 3750 Beardshear Hall, Ames, IA 50011 or by phone at (515) 294-6458.
