



Vacancy Announcement

Assistant Director of Diversity and Inclusion

Office of Diversity and Inclusion

Full-time, Administrative and Professional Faculty, Exempt Position #FA360

Founded in 1839, Longwood University is one of the oldest public institutions of higher education in the Commonwealth of Virginia. Today, Longwood is a coeducational, comprehensive public institution offering 100-plus majors, minors and concentrations to more than 4,800 students. Undergraduate programs include business administration, education and human services, nursing, and the arts and sciences; graduate programs include education, communication sciences and disorders, English and sociology, and an MBA program.

Position Purpose: Under the general supervision of the Director for the Office of Diversity and Inclusion, the Assistant Director provides leadership in overseeing the advising and leadership development of the 14 culturally based student organizations that work directly with the Office of Diversity and Inclusion (ODI). Additionally the Assistant Director will develop, market, and assess university-wide programs and activities designed to increase the knowledge and awareness of the campus community pertaining to diversity, social justice, cultural pluralism, and inclusiveness. The Assistant Director works collaboratively with the Director and other campus partners in developing programs and services that will assist in engaging and retaining students from historically underrepresented populations. As a member of the recently restructured Office of Diversity and Inclusion team housed within Student Affairs, the Assistant Director will assist in conducting diversity focused workshops and trainings for the campus community. Additionally, some weekend and evening responsibilities will be required. Specifically, the essential functions and responsibilities of this position include, but are not limited to:

Advising and Mentoring

- Manages the Office of Diversity and Inclusion organization registration process
- Develops and oversees student organization advisor workshops and trainings
- Oversees and advises the C.L.A.S.S. Mentor program, a mentoring program for entering students from historically underrepresented populations and multicultural backgrounds
- Co-advises the Student Diversity & Inclusion Council (SDIC) with the graduate assistant

Programming and Leadership Development

- Collaboratively plans the annual ODI Executive Leadership Retreat
- Oversees and develops the ODI L.I.F.T. (Lancers Improving for Tomorrow) Leadership Series
- Works with student leaders and graduate assistant to develop and market university-wide diversity and inclusion monthly programming calendars including Hispanic Heritage Month, LGBT History Month, Black History Month, and Women's History Month
- Oversees the GET ON THE BUS: Graduate School Tours Program
- Collaboratively plans the annual Multicultural Student Awards Reception
- Helps to strengthen programs and services offered through the Center for Diversity & Inclusion

University and Committee Involvement

- Co-chairs the MLK Celebration Committee
- Collaboratively plans the annual Social Justice in Action Leadership Summit
- Represents the Office of Diversity & Inclusion on the Black Alumni Weekend Planning Committee
- Collaboratively develops diversity related workshops and trainings for student organizations or other units within the division
- Participates as a member of the GET IN THE ZONE: Ally Zone Training Team
- Plans the annual Multicultural Student Welcome Reception
- Serves on other university committees as needed

Research and Assessment

- Assists with formal office reviews, annual reports, and program assessments
- Develops and administers individual program evaluations for office related events and activities

Administrative

- Supervises a federal work study student and graduate assistant
- Collaboratively supervises undergraduate interns, graduate interns, and practicum students, as needed
- Collaboratively manages and updates the office website
- Helps manage the daily use of the Center for Diversity & Inclusion space
- Performs other office and administrative duties as necessary

Preferred Qualifications: Preferred applicants will have an earned Masters degree in college student affairs, counseling or related field of study and at least two to three years of direct experience developing leadership experiences and advising multicultural student organizations. (Experience within a graduate assistantship is acceptable.) A strong understanding of student development theory as it pertains to developing experiences that support the needs and interests of multicultural student identity groups is a benefit. Additionally, preference will be given to those candidates who also possess a demonstrated awareness and knowledge of diverse student needs, leadership development techniques, and effective intercultural competency initiatives. Experience planning and implementing culturally focused educational campus-wide programs is a must.

Salary (\$35 - \$40,000) commensurate with qualifications and experience. Commonwealth of Virginia benefits accompany this position. A successful criminal background check is required. Review of applications will begin immediately. To apply, please send a letter of interest, resume, and contact information for three references to (indicate position #FA360):

Human Resources
Longwood University
201 High Street
Farmville, VA 23909
Phone: 434-395-2074
Fax: 434-395-2666
Email: humres@longwood.edu

In compliance with the Americans with Disabilities Act (ADA), Longwood University will provide, if requested, reasonable accommodations to applicants in need of accommodations in order to provide access to the application and/or interview process. You are not required to note the presence of a disability on your application. If, however, you require accommodations in the application and/or interview process please contact the Office of Human Resources at 434-395-2074 or humres@longwood.edu.

A diversified workforce is an important part of our strategic plan. EOE/AA (10/1/12)