

**UNIVERSITY OF MASSACHUSETTS DARTMOUTH
POSITION DESCRIPTION**

OFFICIAL JOB TITLE: Associate Director of the
Frederick Douglass Unity House

DIVISION: Student Affairs
DEPARTMENT: FDUH

BARGAINING UNIT STATUS: ESU, Cat. 15

FLSA STATUS: Exempt

EEO STATUS: 32

JOB CODE: 0430

REPORTS TO: Assistant Dean & Director of the Frederick Douglass Unity House

SUPERVISES: May provide functional direction to the Administrative Assistant; Student employees

SUMMARY PURPOSE OF POSITION: The Associate Director assists with providing leadership, vision and direction for the Frederick Douglass Unity House. As a highly-valued campus partner, the Associate Director continues the tradition of providing a warm, welcoming and supportive environment for all students at the Frederick Douglass Unity House. They are responsible for the day-to-day operation of the FDUH as directed by the Asst Dean/Director, including budget management, programming, student advising, and policy development. The position also works closely with students and student organizations to develop leadership and educational programs and services that meets the needs of ALANA populations. Follow the University's best practices to build and/or support student academic success and retention, and assist in meeting strategic objectives for persistence and timely graduation of all the student population.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES

- Assist the Director of FDUH in all aspects of FDUH management as directed.
- Develop and plan new intercultural education and engagement programs in partnership with community partners, and other stakeholders that contributes to community and a sense of belonging.
- Creates, plans, and maintain a semester calendar outlining programs, services, and events organized or sponsored by FDUH, and collaborate with other departments such as SAIL, Center for Women, Gender & Sexuality and Center for Religious & Spiritual Life.
- Assist the Assistant Dean/Director in supporting student organizations connected to FDUH to foster inclusive leadership development, collation, conflict resolution and mediation, and awareness through workshops, presentations, programs, and student forums.
- Responsible for the summer outreach and pre-immersion programs and services to facilitate a smooth transition and first year success of our underrepresented first year students.
- Assist in the development of planning of the Annual FDUH Leadership Retreat.
- Assist in the development of partnerships to anticipate and provide constructive response to experiences faced by marginalized, minoritized, international, and multicultural student populations.
- Develop programs that foster well-being and wellness and career development programs for students.
- Assist the Director in the development of Peer Educators, and key trainings to support student development, persistence, success, and sense of belonging.
- Facilitate program workshops, co-curricular sessions, and presentations that provide education on inclusive leadership, diversity, cultural competency, anti-racism training, identity development, cross-cultural conversation, civility, and equity training.
- Provide support for university-wide initiatives designed to increase recruitment and retention and improve degree completion for diverse students in partnership with the Admissions office as directed.
- Work within the community to develop and sustain active community relationships for diversity-related activities.
- Assist the Asst. Dean/Director and Administrative Assistant with budgeting, planning, reconciliation, and expenditures to ensure compliance with department and university policies and procedures.
- Serve on various university committees related to intercultural engagement, belonging, and wellness as directed by Asst. Dean/ Director to include but not limited to: Unity Fest, AIDS Benefit, Black History Month, Juneteenth, Tunnel Sustained Dialogues, and other programs related to intercultural and intersectional identities

- Create, administer, analyze and report programmatic data and assessments of FDUH objectives and outcomes.
- Support the Asst. Dean/Director in their work to develop and implement the department and division strategic plan.
- Ensure compliance with federal, state, university regulations & requirements.
- May serve in the absence of the Asst. Dean/Director.
- Participate in the rotation of Administrator on call for Student Affairs.
- Assist with programs and events, including those that take place after hours.
- Perform other duties as assigned by the Asst. Dean/Director of FDUH.

MINIMUM QUALIFICATIONS:

EDUCATION: Master's degree

EXPERIENCE: Demonstrated (three or more years) of related administrative and technical experience in Student and Multicultural Affairs.

OTHER: Evening and weekend hours as required. Some local and regional travel required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Experience in cultural student organization development, intercultural training and development, intersectional leadership development, coalition building and advocacy with direct experience serving BIPOC populations (Black, Hispanic/Latino, Asian, indigenous), and people of other race and ethnicities.
- Formal training in effective student advising and/or counseling for diverse student population to include, but not limited to Hispanic/Latina/o/x/e, first-generation, low-income, racially minoritized and marginalized students in belonging, crisis management, stress, racial trauma, healing spaces.
- Demonstrated experience developing curriculum, workshops, presentations for intercultural, anti-racism, diversity, cultural competency trainings.
- Demonstrated work experience in staff supervision, budget management, program development and evaluation.
- Demonstrated professional work experience working with diverse student populations in belonging, student engagement, intercultural engagement, and cultural and heritage programming for at least two (2) years.
- Excellent written communication and public speaking/presentation skills.
- Demonstrated knowledge of intercultural/multicultural advising and/or counseling, student development theory and practices; college/university level program development, implementation, and evaluation; developing and implementing student programming/activities in a higher education setting.
- Demonstrated ability in establishing and maintaining effective working relationships with students, staff, and faculty.
- Demonstrated skill in building community partnerships; program development, coordination, and implementation; promoting university student programs and services.
- Demonstrated ability and strong interpersonal skills to work with individuals and groups with a wide array of backgrounds, identities and/or experiences.
- Demonstrated experience with online outreach and current technologies (i.e., social networking sites).
- Highly demonstrated experience in Outlook, Microsoft Office and Google Docs, ability to utilize current technology and attend to website updates (i.e., Word Excel, PowerPoint).

PREFERRED QUALIFICATIONS

- Degree in counseling, higher education, policy and leadership, or other area of specialization.
- Terminal degree in appropriate discipline from an accredited university.

NOTE: Other job-related duties and responsibilities may be assigned and/or the job description changed periodically to reflect changing organization needs.

NOTE: All position descriptions need to be completed and approved before recruiting activities begin. All updated or revised administrative position descriptions must be approved by the appropriate Vice Chancellor/designee and the Vice Chancellor of Human Resources/designee. All new administrative position descriptions must be approved by the Vice Chancellor/designee, and Vice Chancellor of Human Resources. If applicable, the Office of Human Resources will provide notice to and consult with the union representative.

Nov 2022