

## **Assistant Director for Diversity and Inclusion**

Westminster College is currently seeking applicants for the **Assistant Director for Diversity and Inclusion**. This is a 12-month, full-time, live-in position responsible for coordinating diversity and inclusion activity, such as advising student organizations which serve minoritized student populations and developing educational programs on justice, equity, diversity, and inclusion.

### **Core Responsibilities**

- Advise Black Student Union, ALLIES, and Disability Awareness Club as well as any newly established student organizations which serve minoritized student populations
- Manage the Office of Diversity and Inclusion programming budget
- Coordinate educational programs and trainings on justice, equity, diversity, and inclusion
- Regularly assess programs, practices and resources to ensure they effectively meet the needs of students
- Provide orientation, transition, and support for international students
- Supervise Office of Diversity and Inclusion work-study students
- Assist the Associate Dean of Student Affairs with strategic initiatives relating to diversity, equity and inclusion
- Participate in the Residence Life on-call rotation schedule

### **Additional Responsibilities**

- Teach one section of Westminster 101, a college transitions course
- Provide intervention and referral for students experiencing social, emotional, or academic difficulties, including CARE case management
- Other duties as assigned by either the Associate Dean or Vice President of Student Affairs

### **Requirements**

Master's degree in Student Affairs or related field. Strong theoretical and philosophical foundation in student development; demonstrated understanding of and commitment to issues of diversity, equity and inclusion in higher education; intercultural competence; strong experience with program development and event planning; criminal and other relevant background checks.

### **Supervision**

This position is supervised by the Associate Dean of Student Affairs: Student Success and Inclusive Excellence.

### **To Apply:**

Please send cover letter, resume, and the names and contact information for at least three professional references by email to **SAJobApplications@westminster.edu**. Priority will be given to applications received by **August 21 2020**, but will be accepted until positions are filled.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.