

Director of Intercultural Affairs, Black Student Specialist

Job Description

Position Information

Position Title	Director of Intercultural Affairs, Black Student Specialist
Position Number	STUDPRFS80*6887
Department	Diversity and Inclusion
Reports to (Title)	Assistant Chief Diversity Officer
Seated Employee	

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The Director of Intercultural Affairs, Black Student Specialist encourages student belonging and inclusion through active and individualized care, mentoring, and support. This position will provide direction and leadership for student groups affiliated with the Multicultural Leadership Council and the Conney M. Kimbo Black Cultural Center. Additionally, this position empowers student leaders to plan and implement cultural celebrations and social justice programming in alignment with Grinnell College's Cultural Center Model. The Director regularly assists in training delivery for students and campus constituents. This position provides active identity-informed supervision to Intercultural Affairs student employees in alignment with the office's learning goals. The person in this role is student-centered, collaborative, and intentional in their role as an educator. This position has a strong and intentional focus on the Black student community

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.

Master's degree or equivalent

If a specific degree, certification, license, or registration is necessary, please list.

Master's degree and five years (post-master's) of relevant experience in social work, student affairs, higher education, counseling or related field or 8 years of relevant experience with Bachelor Degree

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.

Five years or more

Preferred Qualifications

Minimum: Two years of diversity and inclusion related work experience

- Demonstrated ability to build and connect communities
- Experience contributing to inclusive workplace relationships
- Ability to collaborate in diverse teams to foster productive outcomes
- Ability to manage multiple social media platforms for the purpose of engaging and

retaining students

- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Willingness to work nights and weekends
- Willingness to travel

Preferred:

- Experience leveraging identity development theories to assist students in discovering their abilities, aptitude, and objectives
 - Experience working with Black student communities
 - Experience facilitating small and large group discussions
 - Proven ability to implement identity development theories across various marginalized groups
 - Experience working in a higher education setting
- Experience in providing holistic care in higher education setting

Exempt

FLSA Category

Staff/Faculty

Employment Status

Employment Category

Essential Staff (emergency situations)?

On-Call?

Staff

Full-Time

Regular

No

No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility

Multicultural Leadership Council (MLC) and affiliated student groups

Advise, mentor, and provide organizational development opportunities for student leaders and student organizations that align with student identity development theory.

Empower student leaders to plan, develop, and execute cultural celebrations and social justice programming

Assessment and Reporting of related programming

15

Percentage Of Time

Responsibility

Center Leadership and affiliated student programs

Hire, train, and support student staff. Manage financial procedures for purchasing, approve payroll and manage reservations. Identify facility needs and manage communication with Facilities Management for the space. Engage with student leaders and campus partners in developing curricular and social initiatives at the Black Cultural Center to it's best and most inclusive and effective use. Empower student leaders to be successful in creating programming and community at the center in alignment with ICA's co-curricular learning objectives. Encourage student leadership, development and success. Identify opportunities for institutional growth as relevant to Black student concerns. Develop strategic relationships in building and sustaining the mission of the BCC.

Provide continuity of partnership between to initiatives such as the Black student residential experience and Black Student recruitment initiatives.

35

Percentage Of Time

Responsibility

Belonging and Inclusion

Provide individualized care and support for students with historically marginalized identities. Provide support to ICA's first year interventions.

25

Percentage Of Time

Responsibility	Training
	Assist in creating and delivering programs, trainings and professional and organizational development opportunities for students and campus constituents that aid in the academic, cultural, social, and identity development of traditionally underrepresented students. Assist in providing students and campus constituents from all backgrounds educational opportunities that will prepare them in work and life with the knowledge, skills, and awareness to thrive in a growing intercultural environment.
Percentage Of Time	10
Responsibility	Supervise students
	Provide active and developmental supervision to student staff members
Percentage Of Time	10
Responsibility	Other duties as assigned.
Percentage Of Time	5
General Responsibilities	
General Responsibilities	<p>(1) Maintain regular attendance in accordance with department policy.</p> <p>(2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.</p> <p>(3) Understand and comply with the policies of the College Staff Handbook.</p> <p>(4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.</p> <p>(5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.</p> <p>(6) Protect confidentiality of College information.</p> <p>(7) Provide leadership to others through example and sharing of knowledge/skill.</p> <p>(8) Communicate with others in a courteous and helpful manner.</p> <p>(9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.</p> <p>(10) Perform other duties as assigned.</p>
Supervisory Responsibilities	
Does this job have supervisory responsibilities?	Yes
If yes, then check all that are supervised by this position.	
Supervise Student Staff	Yes
If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)	3 - 30 hrs/week
Supervise Non-Exempt Staff	No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides. Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

Supervision Received

Select the level of supervision that this position receives from their supervisor. General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

Computer Operations

Please check one of the following Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data 1/3 to 2/3

- Essential or Marginal? Essential

Effective communication skills Over 2/3

- Essential or Marginal? Essential

Composing & comprehending communication materials 1/3 to 2/3

- Essential or Marginal? Essential

Establishing effective interpersonal relationships	Over 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	Over 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	1/3 to 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	Over 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	Over 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	1/3 to 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	Under 1/3
- Essential or Marginal?	Marginal
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	1/3 to 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	1/3 to 2/3
- Essential or Marginal?	Essential

Memory functions (remembering names, details and procedures) Under 1/3

- Essential or Marginal? Marginal

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	1/3 to 2/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	Close vision (clear vision at 20 inches or less)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
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Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	None
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.