

# Director of Intercultural Affairs, Laurel Scholars Specialist

## Job Description

### Position Information

Position Title	Director of Intercultural Affairs, Laurel Scholars Specialist
Position Number	
Department	Diversity and Inclusion
Reports to (Title)	Assistant Chief Diversity Officer for Intercultural Student Life
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, Laurel Scholars Specialist encourages student belonging and inclusion through active and individualized care, mentoring, and support within the Laurel Scholars community. This student-facing position will provide direction and leadership for the Laurel Scholars Program by: facilitating partnerships, relationships, programming and engagement opportunities central to persistence, retention, and belonging efforts in alignment with Intercultural Affairs learning outcomes. This position will coordinate individual meetings, cohort meetings, and opportunities for connection across Laurel Scholar cohorts. This position will partner closely with faculty mentors, career-based alumni mentors, and other campus stakeholders. The person in this role is student-centered, collaborative, and intentional in their role as an educator.

### 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
- 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 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**

Program Implementation

Engage with Laurel Scholars, faculty mentors, and campus partners in developing co-curricular and holistic well-being initiatives through one on one meetings, group meetings, and community outings. Build community identity for Laurel Scholars. Empower student leaders to be successful in their own self-exploration and self-authored determinations of success. Encourage student leadership, development, and success. Identify opportunities for institutional growth and advocacy. Develop and maintain strategic relationships.

**Percentage Of Time**

35

**Responsibility**

Curriculum Development and Review

Building from established frameworks, develop and systemize co-curricular engagement opportunities for Laurel Scholars. Review, assess, and adapt program model as appropriate.

**Percentage Of Time**

20

**Responsibility**

Belonging and Inclusion

Provide individualized care and support for students with historically marginalized identities.

**Percentage Of Time**

20

**Responsibility**

Partner and Stakeholder Engagement

Build, maintain, and sustain relationships with campus stakeholders and external partners. Help coordinate the development of a faculty mentor recruitment strategy, support admissions on-site recruitment endeavors, engage relevant campus partners in case management efforts.

**Percentage Of Time**

15

**Responsibility**

Assessment and Reporting

Develop

**Percentage Of Time**

5

**Responsibility**

Other duties as assigned.

**Percentage Of Time**

5

**General Responsibilities****General Responsibilities**

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

**Supervisory Responsibilities**

**Does this job have supervisory responsibilities?**

No

**If yes, then check all that are supervised by this position.**

**Supervise Student Staff**

No

**If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)**

**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.**

**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

Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

## Travel

Please check one of the following

Occasional overnight travel (up to 20%) 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 Over 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

<b>Position self to access small or restricted spaces</b>	Under 1/3
<b>Communicate or exchange information</b>	Over 2/3
<b>Detect specific flavors or odors</b>	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.

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

<b>Wet or humid conditions (non-weather)</b>	None
<b>Extreme cold (non-weather)</b>	None
<b>Extreme heat (non-weather)</b>	None
<b>Outdoor weather conditions</b>	None
<b>Work near moving mechanical parts</b>	None
<b>Work in high, precarious places</b>	None
<b>Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)</b>	None
<b>Toxic or caustic chemicals</b>	None
<b>Work with explosives</b>	None
<b>Risk of electrical shock</b>	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.**

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## **Position Documents**

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No documents have been attached.