



## Associate Director for Racial Equity Intercultural Community Center

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### *POSITION SUMMARY*

The Associate Director for Racial Equity will implement services and programs that promote mental health and wellbeing through a multicultural lens for racially marginalized students, with a particular emphasis on African American/Black students. The Associate Director will cultivate and offer services that are culturally appropriate; that positively impact campus climate for students from racially marginalized populations, in particular African American/Black students; that facilitates connections between access, success, and social justice; that cultivates healthy communities through programs that nurture the education of the whole person (intellectual, social, interpersonal, spiritual, and civic responsibility) among racially marginalized groups. Most importantly, they will develop and enrich the community for African American/ Black students, and connect students to Black Los Angeles/Oxy community members and campus stakeholders.

- Plans, develops, and implements intervention strategies that address campus climate issues impacting students academically and personally. Refers students to appropriate specialized programs and resources.
- Provides multicultural counseling and advising to racially marginalized populations of students.
- Provides individualized services to African American/Black students. Services may include recognizing and addressing academic and non-academic barriers to success and counseling on other aspects that may affect student retention and academic success.
- Helps students develop strategies to solve academic and personal problems.
- Participates as a member of the College's Student Success Team.
- Provides weekly dedicated hours at the Intercultural Community Center.
- Provides high-touch case management and follow-up around timely academic and/or financial deadlines.

## **Student Development**

- Collaborates in facilitating and convening community forums, workshops, and dialogues with the African-American/Black community as well as with other racially and ethnically diverse groups of students.
- Plans, develops, and implements programs, retreats, workshops, seminars, services, and activities, that build community, support student development, and create access to opportunities for students who identify as Black, Indigenous or people of color (BIPOC).

## **Program Management**

- Supports Intercultural Community Center's student staff (Equity Ambassadors) in planning student events and programs specific to mental health, wellbeing and services that cultivate a sense of belonging for racially marginalized groups.
- Supports Emmons Wellness Center through programs designed to mitigate anxiety, depression & suicidal ideation among communities of color.
- Supports the Division of Student Affairs and student organizations in developing and analyzing assessment of racially marginalized student needs.
- Assesses program effectiveness and recommends changes in content, procedures, and policies, as appropriate. Recommends the development of new activities and programs.

## **Trainings & Collaborations**

- Create and implement a Black Community Council that consists of faculty, staff, students, and alumni who identify as Black, in partnership with existing organizations at Oxy, including the Black Student Alliance, Harambe, Black Alumni Organization and the Black Studies Department.
- Works closely with the ICC director and student staff to provide curriculum development, logistics, and teaching of seminars offered by the Intercultural Community Center with an emphasis on anti-racism, among other critical social justice topics.
- Facilitates collaborative group processes and uses innovative pedagogical models.
- Keeps abreast of campus culture and climate trends through continuous engagement with students.

## **Other duties as assigned, including:**

- Keeps abreast of changing and evolving trends regarding African American/Black students, multicultural education/counseling, multicultural education, identity, student development theories.

- Keeps abreast of campus policies and student trends by attending meetings with campus stakeholders such as Dean of Students Office, Emmons, Financial Aid & Scholarships Office, Admissions, Athletics, etc.
- Special projects; membership in campus committees and work teams, and so forth.
- Some evening and weekend work is required.

## **QUALIFICATIONS**

### **Minimum Qualification:**

- Bachelor's degree in related area and/or equivalent experience/training.
- Two to three years of professional experience in a related area.
- Experience collecting and analyzing data, and generating reports.

### **Preferred Qualifications:**

- Masters in Higher Education, Educational Psychology or Counseling and/or equivalent experience/training.
- Knowledge of the histories, theories, and practice of African/African American/Black/Diaspora thought, multiculturalism, African/African American/Black/Diaspora student development, and student leadership development.
- Experience with creating research projects from start to finish design, implementation, analysis, and synthesis.
- Knowledge and understanding of research principles, statistics, and outcome measurement tools and systems.

### **Education and/or Experience:**

- Knowledge of the methodologies used to enhance students' academic and personal development, such as collaborative and student-centered teaching/learning models, small group facilitation, coaching, mentoring, and advocacy.
- Knowledge of trends and issues facing students from low-income, underrepresented, multiracial, multiethnic, mixed-race, mixed-ethnic, immigrant, refugee, disability, and/or LGBTQIA+ backgrounds.
- Knowledge of community, labor, youth, and/or student organizing.

### **Holistic Counseling Skills:**

- Demonstrated knowledge of the theories and practice of multicultural counseling, learning, and human development.
- Knowledge in how to enhance students' intellectual and personal growth and development, including critical thinking, effective communication, self-appraisal, self-esteem, clarification of values, appropriate career choices, and leadership.

- Knowledge of the methodologies used to enhance student achievement, such as, strategies for effective counseling and peer mentoring, small group facilitation and training, coaching, mentoring, and advocacy.
- Knowledge and experience in working with historically underrepresented ethnic communities, first-generation college students.

**Interpersonal and Communication Skills:**

- Demonstrated ability to work effectively with diverse communities of students, staff, and faculty.
- Highly developed interpersonal and public communication skills including political acumen, social/cultural perceptiveness, conflict management, and intervention strategies.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to [resumes@oxy.edu](mailto:resumes@oxy.edu).

**The deadline to submit applications is February 15, 2021.**

*As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*

*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*