The Director of Intercultural Community Center (ICC) will coordinate and provide ongoing support for underrepresented and minoritized students at Occidental College. Additionally, they will promote greater awareness of social justice, equity, and inclusion for the College community through the creation and implementation of inclusive and intersectional intercultural programs and services.

The Director will collaborate with faculty, staff, and administrators to develop programs and services designed to increase experience, knowledge, skills, attitudes and values regarding intercultural interests and competencies, and will contribute to the development of strategies for increasing retention, and student success and satisfaction, of marginalized and underrepresented students at the College. Further, the Director will provide leadership to enrich the overall quality of the student experience for marginalized and underrepresented students at the College.

The Director will collaborate with campus stakeholders to assess potential barriers for marginalized and underrepresented students at the College, and develop strategies to affirm and support Oxy’s diverse student body. They will also collaborate with various constituencies to assess the need for, and recommend training initiatives related to social justice topics designed to increase awareness and enhance support of Oxy’s diverse student body.

The Director shall be innovative, student-centered, collaborative, motivated, creative, collegial, and able to communicate extremely well with diverse populations of students, faculty, staff, and community members. The Director reports to the Vice President for Student Affairs & Dean of Students, and serves as a member of the Student Affairs leadership team.

Provide oversight and strategic leadership of the ICC to ensure that the office is providing programming, resources, and services that are responsive to the current and emerging needs of Oxy’s underrepresented and marginalized students.
• Manage the day-to-day operation and programming of the ICC, including regular staff meetings, operating department as a team, and cultivating a welcoming environment where students can flourish.
• Provide supervision, direction and mentorship to ICC professional and student staff.
• Responsible for the fiscal management of budgets.
• Provide support and advocacy services, education, training, and social and educational programming related to social justice, equity, and inclusion.
• Oversee the College’s Lavender Lounge, and Center for Gender Equity.
• Builds and fosters key relationships with colleagues across the campus. Serve as a resource to the College community regarding policy development and initiatives relating to issues of social justice, equity, and inclusion.
• Serve on various College committees.
• Support programs and initiatives designed to promote student success and satisfaction of Oxy’s underrepresented and marginalized students.
• Provide consultation and periodic training regarding issues affecting Oxy’s underrepresented and marginalized students.

Student Support, Advising, & Programs

• Serve as a primary advocate, support, mentor, and resource for Oxy’s underrepresented and marginalized students.
• Connect students with appropriate resources on and off campus.
• Provide one-on-one advising, support and counsel to Oxy’s underrepresented and marginalized students who are experiencing academic and/or personal difficulties.
• Assist and empower students to become effective self-advocates.
• Collaborate with Admissions, Financial Aid, Career Services, and other departments that aid in the retention and success of students.

Planning & Program Development

• Develop and create educational, support and identity-based programs and services. Provide leadership in the development of new programmatic initiatives.
• Create and implement diversity-related workshops and programs departmentally, and in collaboration with others on campus, to promote a climate of understanding and support regarding equity, diversity and inclusion.
• Collaborate with campus departments to create and execute a calendar of programs and activities that focus on social justice, equity, and inclusion.
• Serve a central leadership role for the College’s Multicultural Summer Institute.
• Support student organizations that promote social justice, equity, and inclusion throughout the College community.
• Coordinate department social media presence and webpage.

Administrative Responsibilities

• Make independent decisions to ensure department objectives are met, and that College policies and procedures are followed.
• Contribute ideas and viewpoints on operational and strategic plans for the ICC and Student Affairs.
• Work with colleagues to review College policies, procedures, and materials to promote a campus that is safe and welcoming for multicultural students, staff and faculty.
• Provide leadership for the College’s Queer and Trans Working Group.
• Collaborate with the College’s Chief Diversity Officer to coordinate programs, services, and supports for the College’s underrepresented and marginalized students.
• Serve as a member of the Student Affairs leadership team.
• Support the College's development of an equity and inclusion strategic plan.
• Lead efforts to develop a bias response protocol/process.

QUALIFICATIONS

Education and/or Experience:

Master’s Degree from an accredited institution with strong student development background or related field of study. Three to five years experience in student affairs, counseling or related field; at least two years working with social justice/cross cultural education or services focusing on underrepresented populations in a college or university setting. Two or more years of management experience, including knowledge of budget and supervisory experience. Expertise in intercultural development and social justice training. Strong design and facilitation skills are a must.

Preferred Attributes:

• Demonstrated sophisticated understanding of college student development.
• Demonstrated experience working with a diverse campus community and a commitment to equity and inclusiveness in an intercultural environment.
• Experience and commitment to enhancing an active and collaborative relationship between the ICC, Student Affairs, and other departments.
• Ability to support student retention, success, and satisfaction of underrepresented and marginalized students.
• Evidence of collaborative and innovative practices.
• Be informed about current trends and issues in higher education related to social justice, equity, and inclusion.
• Excellent communication skills, including the ability to effectively listen to all points of view, build consensus, and inform others of policies and plans.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

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.