The Director of Occidental College’s Intercultural Community Center (ICC) will primarily provide ongoing leadership, support, advocacy, and programming for traditionally underrepresented and minoritized students at Occidental College (Oxy). In addition, in collaboration with others at the College, the Director will strive to expand awareness and understanding regarding issues of equity and justice, and provide co-curricular education and bias response related to issues of equity and justice for the entire student body. The Director will be responsible for overseeing the ICC, maintaining effective programs and services at the ICC, as well as creating and delivering inclusive and intersectional student-based programs and services.

The Director will collaborate with students, faculty, staff, and administrators at Oxy to develop programs and services designed to increase students’ experience, knowledge, skills, attitudes and values regarding equity and justice related skills and competencies. The Director will also participate in the College’s efforts to develop strategies for increasing a sense of belonging and student satisfaction among minoritized students at Oxy, as well as supporting initiatives designed to address student retention, and student success and satisfaction, of minoritized and underrepresented students at the College.

The Director will collaborate with campus stakeholders to assess potential institutional barriers for minoritized and underrepresented students at the College, and develop strategies to affirm and support Oxy’s diverse student body. They will also collaborate with various stakeholders at the College to support training and education opportunities for students related to equity and justice.

The Director shall be student-centered, collaborative, motivated, creative, collegial, and communicate extremely well with diverse populations of students, faculty, staff, and community members. The Director will oversee the professional and student staff at the ICC, report directly to the Vice President for Student Affairs and Dean of Students, and serves as a member of the Student Affairs leadership team.

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. 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 minoritized students.

2. Manage the day-to-day operations and programming of the ICC, including regular staff meetings, creating and leading the ICC as a team, and cultivating a welcoming environment where students can flourish in the ICC space.
3. Provide supervision, direction, and mentorship to ICC professional and student staff.
4. Responsible for the fiscal management of the ICC budget.
5. Provide support and advocacy services, education, social and educational programming related to equity and justice among the student body.
6. Builds and foster key relationships with colleagues across campus, and serve as a resource to the College community regarding policy development and initiatives relating to the student experience related to equity and justice.
7. Serve as the chair/leader of Oxy’s Bias Education and Response Team.
8. Support programs and initiatives designed to promote student success and satisfaction of Oxy’s underrepresented and minoritized students.
9. Provide consultation with campus stakeholders regarding issues affecting Oxy’s underrepresented and minoritized students.
10. Effectively collaborate with the Office of Equity and Justice, Admissions, Emmons Wellness Center, and others, to further initiatives designed to enhance the experience and success of traditionally underrepresented and marginalized students.

Student Support, Advising, & Programs

1. In consultation with others, serve as a primary advocate, support, mentor, and resource for Oxy’s underrepresented and minoritized students.
2. Connect students with appropriate resources on and off campus.
3. Provide one-on-one advising, support, and counsel to Oxy’s underrepresented and minoritized students who are experiencing academic and/or personal difficulties.
4. Assist and empower students to become effective self-advocates.
5. Collaborate with Admissions, Financial Aid, Career Services, and other departments that aid in the retention, success, and satisfaction of students.
6. Deliver programs and services in support of the needs of traditionally marginalized and minoritized students.

Planning & Program Development and Review

1. Develop, create, and deliver educational, support, and identity-based programs and services for students.
2. Create and implement equity and justice related workshops and programs departmentally, and in collaboration with others on campus, to promote a climate of understanding and support regarding issues of equity and justice among students.
3. Serve as the co-curricular director of the College’s Multicultural Summer Institute.
4. Support culturally-focused student organizations that focus on equity and justice.
5. Collaborate with campus departments to create and execute an annual calendar of programs and activities that focus on student related equity and justice programs.
6. Evaluate and assess the need and efficacy of ICC programs and services.

Administrative Responsibilities

1. Make independent decisions to ensure department objectives are met, and that College policies and procedures are followed.
2. Contribute ideas and insights to Student Affairs leadership regarding operational and strategic plans for the ICC and Student Affairs.
3. Work with colleagues to review College policies, procedures, and materials to promote a campus that is safe and welcoming for Oxy’s underrepresented and minoritized students.
4. Serve as a member of the Student Affairs leadership team.
5. Coordinate ICC social media presence and webpage.
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 within equity and justice, 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 justice, equity, inclusion, and diversity. Strong design and facilitation skills are a must.

Preferred Attributes/Qualifications

- Demonstrated sophisticated understanding of college student development, especially related to equity and justice.
- Demonstrated ability to work effectively with a diverse, sophisticated, and actively engaged student body regarding issues of equity and justice.
- Demonstrated experience working with a diverse campus community and a commitment to equity and justice in a diverse environment.
- Commitment to enhancing an active and collaborative relationship between the ICC, Student Affairs, the Office of Equity and Justice, and other key stakeholders.
- Ability to support student retention, success, and satisfaction of underrepresented and minoritized students.
- Evidence of collaborative and innovative practices.
- Be informed about current trends and issues in higher education related to equity and justice.
- 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 deanofstudents@oxy.edu and resumes@oxy.edu. For full consideration, please submit all materials by July 15, 2022.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https: //www.oxy.edu/offices-services/humanresources/benefits-information.
All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@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.