

University of Delaware  
Division of Student Life

**To Apply:** visit [Careers @ UD](#)

Job ID: 105870

**PAY GRADE:** 30E

**DEADLINE:** For best consideration, applications must be received by Friday, October 12, 2018

**CONTEXT OF THE JOB:**

***This advertisement is for two Assistant Director, Student Diversity and Inclusion positions***

Under general direction of the Director for Student Diversity and Inclusion, the Assistant Director of Student Diversity and Inclusion implements diversity and inclusion initiatives and priorities related to the student experience within the Division of Student Life at the University of Delaware. The primary focus of the Assistant Director position will be providing diversity and inclusion related programming and advising for undergraduate and graduate students. The Assistant Director will reach out to students across all populations and create a space where all students feel welcome and valued.

The Assistant Director will assist and advise the Director on decisions to further diverse, inclusive, and welcoming environments for students. The Assistant Director will work with other Student Life units, in particular other Student Life positions focused on diversity and inclusion to advance diversity and inclusion work.

The Assistant Director of Student Diversity and Inclusion is a member of the Office of the Vice President for Student Life central office team, supervises and trains undergraduate and graduate student assistants, and reports directly to the Director for Student Diversity and Inclusion.

**MAJOR RESPONSIBILITIES:**

- Partner with the Director for Student Diversity and Inclusion to provide leadership, strategic direction and support for Student Life's diversity and inclusion initiatives, under an awareness of the University's mission, Inclusive Excellence: an Action Plan for Diversity at UD, and Student Life's mission, vision, and values
- Plan and orchestrate opportunities to highlight diversity and inclusion through events such as welcome week events, themed-months or weeks, marketing and communications, and other additional opportunities
- Serve as a Student Diversity and Inclusion ambassador at featured Student Life and University events such as 1743 Welcome Days, New and Transfer Student Orientation days, and other major university and student events
- Develop and implement effective assessment and evaluation strategies related to all advising, trainings, programming, and overall responsibilities
- Collaborate and partner with the Center for Black Culture, University Student Centers, and Office of International Student and Scholars on student organized cultural events and major diversity-themed celebrations and programming
- Serve on Student Life and University groups and committees as assigned.
- Serve as an ambassador for UD through participation in select professional associations and other related professional groups, to remain current on higher education diversity and inclusion trends and best practices
- Perform other related duties as assigned

**ADVISING:**

- Advise racial and ethnic and sexual orientation and gender identity/affinity based councils and registered student groups for undergraduates and graduate students (e.g. Latinx, Asian American Pacific Islander, and multiethnic and multiracial students and LGBTQ+ student communities)
- Develop and provide support resources for undergraduate and graduate students around race, ethnicity, socioeconomic class standing, first-generation in college status, citizenship status, gender, sexual orientation, and additional social identity group categories and their intersecting identities and backgrounds
- Build and implement strategies to integrate student leadership development with diversity awareness and engagement (e.g. provide leadership development opportunities to student leaders and participants of identity/affinity based registered student groups)
- Collaborate with Student Diversity and Inclusion team to effectively develop and facilitate diversity trainings on a range of topics and to a variety of campus constituents

**TRAINING:**

- Develop and facilitate undergraduate and graduate student diversity and inclusion related trainings by collaborating with the Office of Equity & Inclusion and existing diversity related student trainings within Student Life (e.g. LGBTQ+ Ally, implicit biases, ABC's of diversity, identity and intersectionality trainings)

- Collaborate with the Student Diversity and Inclusion team to build programs and opportunities to engage and enhance undergraduate and graduate students' diversity competency by utilizing the Center for the Study of Diversity's Diversity Competencies
- Create and facilitate opportunities to integrate of diversity and service into undergraduate and graduate student leadership and service experiences
- Collaborate with Student Diversity and Inclusion team to effectively advise diverse student populations and affinity based leadership councils and/or registered student organizations

#### **QUALIFICATIONS:**

- Master's degree in higher education or student personnel with a minimum of four years of progressively responsible experience related to advancing diversity and inclusion initiatives, or equivalent combination of education and experience.
- Ability to develop, implement and assess strategic initiatives that advance an affirming and inclusive culture.
- Ability to work effectively in diverse teams and leverage strengths of diversity to engage all students around diversity and inclusion.
- Exemplary diversity facilitation and advising skills with students, faculty, and staff.
- Experienced in designing curriculum and plans for diversity trainings and programs.
- A record of accomplishment as a student advocate and a champion for student success.
- Knowledge of diversity and inclusion theories, frameworks, and concepts; in addition to understanding of complexities within diversity and inclusion content and process
- Outstanding interpersonal and community relations skills, and the ability to establish and maintain collaborative and effective working relationships with students, staff, faculty, and administration.
- Effective leadership, team building and collaboration skills.
- Excellent and effective oral and written communication skills.
- Ability to take initiative and responsibility for projects and development of services.
- Skills in independent judgment to plan, prioritize, and organize a diversified workload with attention to detail.

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#### **Equal Employment Opportunity**

*The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>*