

The Intercultural Affairs Department at Stonehill College is seeking applicants for an [Assistant Director](#).

Reporting to the Director of Intercultural Affairs, the Assistant Director role has a student focus, program focus, administrative/collaborative focus as well as a professional focus.

### **Essential Duties and Responsibilities:**

#### **Student Focus**

- Serve as liaison for the ALANA (African-Latino-Asian-Native American) and International student population
- Focus efforts specifically on first and second year students of color with academic advising
- Co-Coordinate the ALANA Brothers and Sisters Program with the Director and student coordinator(s)
- Facilitate training workshops for student leadership groups
- Facilitate classes and lessons within academic disciplines as requested
- Facilitate bi-weekly Leadership through diversity, first year student discussion group
- Facilitate the Radiant, Inspirational, Sisters Empowered (R.I.S.E. women of color discussion group)

#### **Programmatic Focus**

- Coordinate/plan 10-month multicultural programs for the college around specific recognized holidays/months
- Support student organizations planning theme weeks such as International Week, National Coming Out Day, etc
- Work closely with the programming for women's issues
- Assist student groups with multicultural programming endeavors.
- Work closely with Student Affairs Departments, i.e., Residence Life, Student Activities, e.g., Leadership Trainings.
- Provide a presence on campus in classrooms, through workshops, and cultural outreach programs.

#### **Administrative/Collaborative Focus**

- Work closely with faculty, staff, administration and students to identify cultural resources
- Assist with programs related to recruitment and retention of students of color
- Assist the Director in promoting a positive attitude on campus around Intercultural competency and experience
- Provide resources to faculty and administrators regarding inclusive excellence

#### **Professional Focus**

- Attend conferences related to diversity/international concerns

- Represent the Office of Intercultural Affairs at the following meetings: Student Affairs Committee, Orientation Committee, First Year Experience Committee, various student groups (Diversity on Campus, Stonehill Asian American Society, Student Government Association Diversity committee, and PRIDE), Leadership training, orientation, SHARE advocate, etc.

Other duties as assigned.

**Knowledge, Skills and Abilities:**

A Bachelor's Degree required, Master's degree preferred and 2-3 years of educational or social work experience. Must have outstanding organizational skills and demonstrated ability to manage multiple tasks successfully. Experience leading groups, workshops, and facilitated environments of students, faculty and staff. Solid foundation in student development theory as well as widely accepted identity theories. Experience working in a collaborative environment in both programmatic and strategic initiatives. Candidates must have current knowledge of laws and trends in higher education that impact student learning and student development. Must be able to relate to students from a diversity of cultural backgrounds, using a high degree of judgment, persuasiveness and confidentiality. The ideal candidate will have the ability to work flexible hours and respond to crisis situations in a timely and appropriate manner. .

Stonehill College offers a competitive salary and comprehensive benefits package. Candidates should submit resume and cover letter to:

Stonehill College

Human Resources Department

320 Washington Street

Easton, MA 02357

Fax to: (508)565-1499

Email to: [hr@stonehill.edu](mailto:hr@stonehill.edu)

***Applicants who will enrich the diversity of the campus community are strongly encouraged to apply.***

***Stonehill College is an equal opportunity employer committed to diversity.***