



HUMBOLDT STATE UNIVERSITY



Coordinator, MultiCultural Center

Close: March 19, 2018

(Job #17-104) Student Services Professional II, Coordinator, MultiCultural Center, \$3,607-\$5,129/month. Appointments are normally made at the beginning of the salary range. This is a full-time, benefited, 11/12 pay plan (work 11 months with pay and benefits over 12), exempt position with a one-year probationary period within the Cultural Centers for Academic Excellence.

Position Summary:

This position oversees the MultiCultural Center (MCC), which resides under the umbrella of HSU's Cultural Centers for Academic Excellence. As the central programming unit within the Cultural Centers for Academic Excellence – which includes the African American Center for Academic Excellence, the Latinx Center for Academic Excellence, and the Native American Center for Academic Excellence (or Indian Tribal and Educational Personnel Program, ITEPP) - the MCC supports cultural and social justice programming initiatives across the Cultural Centers, and coordinates cross-cultural programming campus-wide. The MCC also provides student leadership development, community building events and activities, cross-cultural learning and engagement, and opportunities for students' intellectual, socio-cultural, and personal success, growth and achievement.

HSU's MCC is a dynamic and inclusive learning community that supports students in their academic and personal journeys at HSU. We do this by creating community, a home away from home and a safe place to *Explore, Experience, Express, Empower and Engage*. The MCC is committed to supporting student success by providing co-curricular opportunities for leadership development, social justice advocacy, identity exploration and cross-cultural learning experiences. We are a student centered program that fosters acceptance and respect of all people. The MCC's core values are: Explore identity and history; Experience cultures and traditions; Express feelings, ideas and observations; Empower each other to advocate for social justice; and Engage to build and sustain community.

Functioning as a collaborative team of student services programs, the Cultural Centers for Academic Excellence focus on empowering students as they navigate successful pathways through college in a way that honors, preserves and sustains diverse cultural value systems; creating community-centered environments and opportunities that stimulate learning and academic engagement; facilitating cross-cultural learning experiences across campus; supporting student identity development within a culturally-grounded framework; and providing bridges for students to key campus resources, as well as opportunities for student-faculty engagement.

The Cultural Centers for Academic Excellence are a key component of HSU's many current initiatives to support retention and inclusive academic excellence, and are part of a larger campus focus on supporting a diverse, equitable and inclusive campus community. Humboldt State University is one of 23 campuses within the California State University (CSU) system, and is one of 18 CSU campuses to receive federal designation as a Hispanic-Serving Institution (HSI) Close to half of our total student population are students of color, and over half of our total student population are first-generation students.

For this position, we are seeking a visionary leader who understands the challenges of historically underrepresented and/or first generation students, and who can help our campus meet our goal of fostering a campus climate that is broadly supportive of the success of students of color. The Coordinator will create and promote an inclusive culture for student success while serving as a role model for students, providing the inspiration, vision, mentoring, and direction needed to assist students in achieving their personal, academic, and professional goals.

Duties:

Program Development, Program Oversight, and Program Assessment

Under the general direction of the Cultural Centers for Academic Excellence Director, the Coordinator oversees the MCC's operations, programming and student staff; facilitates leadership development opportunities for students, and develops and facilitates opportunities for cross-cultural learning and engagement across campus. The Coordinator will work closely with the Coordinators of the African American, Latinx and Native American Centers in developing co-curricular programs to enhance students' personal, socio-cultural and professional development and growth; designs and facilitates leadership development activities; and oversees ongoing program assessment and evaluation to ensure the achievement of desired student learning outcomes.

(Continued on reverse)

This position also develops and sustains campus-wide programs that raise awareness and provide education around social justice, institutional racism, power and privilege, oppression, and cultural and ethnic identity; and facilitates activities and events that are responsive to the needs and concerns of campus, especially to the needs of students from diverse backgrounds.

Lead Work and Supervision

The Coordinator will be responsible for coordinating the MCC's operations facilitating and developing leadership development activities, and assessment. The Coordinator will collaborate and work in cooperation with the Director and Coordinators of the other Cultural Centers for Academic Excellence to ensure the achievement of desired student learning outcomes. The Coordinator will submit semester and yearly program reviews, and will conduct assessments for quality improvement. The Coordinator will serve the diverse needs of the university community and will participate on appropriate university committees to foster an institutional climate supportive of the success of students of color. The Coordinator will supervise MCC student staff.

Culturally Relevant Social Integration and Student Success Programming

The Coordinator will work closely with other team members within the Cultural Centers of Academic Excellence in developing co-curricular programs to enhance students' personal, socio-cultural and professional development and growth.

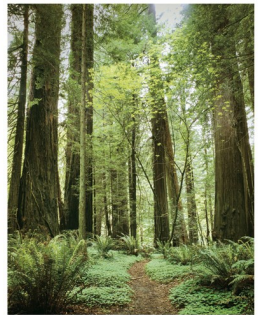
The Coordinator participates in local, regional, and national organizations on multicultural student success and stays current on educational trends, studies and best practices on strategies for supporting students from diverse backgrounds; and provides services and activities to support student identity development and culturally relevant programming.

Budget Oversight and Associated Students Interface

The Coordinator assists in the tracking and oversight of the budgets and finances for the MultiCultural Center. The Coordinator will interface closely with Associated Students, and maintains a working relationship with Associated Students and Clubs Office; and maintains a close working relationship with relevant student-run Associated Students programs – in particular, the Eric Rofes Multicultural Queer Resource Center and the Women's Resource Center and Scholars Without Borders our newest program which supports HSU's DACA undocumented students.

Campus Resources and Outreach Support

In support of all of the above, leads efforts to promote collaboration between the MultiCultural Center and other student services units across campus, facilitates collaboration between the MultiCultural Center and academic departments, and develops and facilitates opportunities for student-faculty engagement in the MCC and its various programs and activities. Will and serve as a resource within the university community and the surrounding local community around social justice issues.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Minimum Qualifications

Education: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities listed below may be substituted for the required education on a year-for-year basis.

Experience: Two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job-related field may be substituted for one year of the professional experience.

Preferred Qualifications

Demonstrated experience planning, coordinating events and understanding of community-building, team-building, leadership development and collaboration. Demonstrated experience in developing, implementing, facilitating, and assessing cultural and social-justice oriented programs, activities and events that support a diverse and inclusive campus community. Experience working with historically underrepresented students and their communities.

Required Knowledge, Skills, and Abilities

Working knowledge of:

- Practices, procedures and activities of student support programs that facilitate leadership development and cross-cultural learning and engagement opportunities for students

General knowledge of:

- Methods and problems of organizational and program management
- Research and interview techniques
- Principles of individual and group behavior

Demonstrated knowledge of:

- Training and experience of best practices to support the retention and graduation of students of color in higher education
- Counseling/advising techniques, and standards and practices of student services within institutions of higher education
- Program development, implementation, and assessment

Skills:

- Excellent interpersonal, communication, and conflict resolution skills
- Excellent interpersonal and communication skills
- Commitment to and effectiveness in working with historically underrepresented students and their communities
- Effective facilitation skills

Ability to:

- Interpret and apply program rules and regulations
- Use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements



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- Obtain factual and interpretative information through interviews; reason logically
- Collect, compile, analyze and evaluate data and make verbal or written presentations based on these data
- Advise students individually and in groups on routine matters where required
- Recognize multi-cultural, multi-sexed and multi-aged value systems and work accordingly
- Work independently with minimal day-to-day supervision, with ability to set priorities and dead-lines, and to juggle multiple tasks while ensuring projects are completed with excellent attention to detail
- Establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts
- Maintain timely and efficient communication in a professional manner
- Maintain confidentiality in accordance with FERPA ethics
- Rapidly acquire a general knowledge of HSU's overall operation, functions and programs
- Make decisions and carry through actions having implications with regard to other program or service areas
- Work effectively with students, possess a commitment to social justice and equity, and knowledge, training and experience of best practices to support diversity within institutions of higher education
- Build effective and collaborative working relationships within and across diverse populations, including students, colleagues and the general public, as well as the ability to manage, oversee and support student staff
- Provide leadership within a highly collaborative team environment; analyze problems and support office needs, use initiative and resourcefulness in planning work assignments
- Work independently with minimal day-to-day supervision, with ability to set priorities and deadlines, and to juggle multiple tasks while ensuring projects are completed with excellent attention to detail
- Navigate sensitive situations, and experience/understanding of community-building, team-building, leadership development and collaboration
- Manage, oversee and support student staff

Application Procedure: To apply, qualified candidates must electronically submit the following materials through Interfolio:

<http://apply.interfolio.com/46766>

- Letter of Interest
 - Resume or Curriculum Vitae
 - Contact information for at least three professional references
 - [HSU Employment History Form](https://forms.humboldt.edu/employment-history-form) (<https://forms.humboldt.edu/employment-history-form>)
- (NOTE: This form replaces the HSU Employment Application form, which should no longer be used. Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved.

The Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station and front office staff available for applicants requiring assistance.



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Application Deadline: The deadline to submit application materials is 11:59 p.m. on Monday, March 19, 2018. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (17-104) and applicant's last name in the subject line of the message.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3082

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: February 27, 2017

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



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