

Warren Wilson College
Position Description

POSITION TITLE: Director of Diversity and Intercultural Initiatives

DEPARTMENT: Diversity and Intercultural Initiatives

REPORTS TO: Dean of Students

FLSA STATUS: Exempt

POSITION SUMMARY:

The Director of Diversity Initiatives works toward the fulfillment of the College's Mission and core value to "support diversity (inclusion and cross-cultural communication), community, and personal development." In accordance with this mission, the Director understands the primary objectives of this position to be two-fold. The first objective is to immediately create an environment that is welcoming, safe, and supportive for the underrepresented students at the college. The second objective is related: to equip faculty, staff, and community members with opportunities to gain the awareness, skills and resources they need to build connections and to recognize and address prejudice and discrimination

Specific Responsibilities:

As mentor to International, Racial, and Ethnic minority students:

- provides a warm welcome to students and their families.
- listens and provides mentoring and resources for the challenges particular to these students.
- provides individuals with official and confidential channels of communication and advocacy when necessary.
- acts as secondary academic advisor where needed.
- assists students to navigate systems particular to their racial, ethnic and international identities and circumstances.
- provides students with knowledge and skills to access every resource available at WWC and in the larger community to assure their well-being and success.
- supports student initiatives for programming for diversity understanding and celebration.
- acts as staff mentor to the multicultural student organizations
- supervises and trains a student crew to assist in the fulfillment of the above functions.
- coordinates with the Director of Student Activities and the Diversity Programming Committee, the Writing Center, student organizations and other departments to provide programming that supports the mission to welcome and

support the success of racially, ethnically, and nationally underrepresented students.

As trainer and coordinator of diversity initiatives, the person in this position:

- nurtures a campus wide conversation on the issues of identity and diversity.
- offers diversity awareness and intercultural communication training to staff, faculty, students, administrators, and other community members.
- assists departments to identify the strengths and challenges around dilemmas of diversity and inclusion and assist them in developing and implementing initiatives to incorporate their strengths to face these challenges.
- collaborates with departments to plan and fund initiatives that foster inclusion and a sense of a diverse community.
- acts as Chair of the Diversity Task force and works with the Dean of the Faculty and the Dean of Students to formulate and develop existing and new diversity initiatives; responds to complaints relating to issues of discrimination, diversity, and inclusion; and implements programs and policies designed to promote diversity and inclusion on campus.

WORKING CONDITIONS:

Office environment, some evening and weekend work required.

QUALIFICATIONS:

- Bachelor's degree required, master's preferred.
- Background in higher education.
- Ability to communicate effectively
- Supervisory skills, especially working with young adults.
- Awareness and sensitivity to multicultural issues.
- Cross-cultural training very important.