GORDON COLLEGE
Position Description

Title: Director of Multicultural Initiatives Office

Function: Reporting to the Dean of Student Engagement, the Director of Multicultural Initiatives directs, coordinates and develops programs related to the holistic care for a diverse, multicultural student body.

Description of Duties and Tasks:

Directs and Coordinates the holistic care for a diverse, multicultural student body.

1. Facilitates the Multicultural Affairs Committee that represents a cross-section of faculty, staff and student leaders. Responsible for assisting the Vice President for Student Life and Provost in implementing the multicultural vision statement for the college and the recommendations of the Diversity Review plan.

2. Develops goals and strategies for the retention of multicultural students.

3. Coordinates programming and resources for orientation, multicultural clubs, organizations and events.

4. Oversees training for faculty, staff and students on multicultural competencies, working closely with the Provost and the Vice President for Student Life.

5. Oversees budget for the Multicultural Initiatives Office. Works with Vice President for Student Life and Development Office to pursue grants and individual donations.

6. Spends one day a month networking with Boston area churches and schools to share the vision of Gordon College.

7. Represents Gordon College at national and regional conferences.

Develops Programs

1. Oversees Clarendon Scholars recruitment, selection and retention. Serves as the advisor to the Clarendon Scholars; coordinates on campus and off campus programs; facilitates annual retreat; works with the admissions office in organizing Clarendon Scholars day and interviews candidates, recommending acceptance or denials. Works with the admissions office to plan, organize and recruit students and families to events promoting the Clarendon Scholarship program.
2. Supervises the Multicultural Coordinator, who implements programs, advises students in academics and personal issues, and oversees mentoring program. Provides vision and direction to the Multicultural Initiatives Office Student Ambassadors program.

3. Advises the ALANA club in creating programs that connect ALANA students to campus resources.

4. Works closely with Provost’s office, Chapel office, and Career Services to recruit diverse speakers to the campus.

5. Reports directly to the Dean of Student Engagement.

**Additional Responsibilities:**

1. Completes other duties as assigned by the Dean of Student Engagement.

**Required Knowledge, Skills and Abilities:**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Master’s Degree required in student development, higher education, leadership or a commensurate field. Experience in a college setting working with diversity issues, including an understanding of racial identity, programming and counseling.

3. Broad knowledge of College programs, activities and opportunities.

4. The ability to articulate a Christian perspective of learning and the liberal arts.

5. Supervisory and proven program development experience preferred.

6. Ability to relate effectively and with energy and enthusiasm to students, staff, faculty and administrators.