

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Director of Multicultural Student Services
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	62300 - Multicultural Student Services
<b>Advertised Salary:</b>	\$70,000-\$75,000 salary commensurate with education, experiences and other requirements. Comprehensive benefit package (health care, vacation, etc.)
<b>FLSA:</b>	Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	N/A
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	At Will
<b>Summary of Position:</b>	<p>The Director of the Office of Multicultural Student Services will oversee/supervise the activities of the Office of Multicultural Student Services (OMSS), working closely with students, administrators, faculty, and staff across the institution to contribute to promoting a welcoming and inclusive campus environment. The Director and their staff serve as a crucial resource and champion across the University to support the personal development and academic success of students of color and other historically marginalized and underrepresented students. The Director will lead in the development of programs, services, and strategic initiatives that focus on increasing access, persistence, retention, and success of historically marginalized and underrepresented students. The Director will actively contribute to division initiatives and programs, serve on the Vice President of Student Affairs Administrative Council and the Dean of Student Life Leadership Team, and report directly to the Dean of Student Life.</p>
<b>Position Type:</b>	Staff

<b>Required Education:</b>	Master's Degree from an accredited college or university or Bachelor's degree with at least 8 years of related experience.
<b>Required Work Experience:</b>	Progressively responsible work-experience and a minimum of five years of full-time experience working in roles including significant contact with and supporting marginalized and underrepresented individuals (8 or more years for candidates whose highest degree earned is a Bachelor's degree).
<b>Required Licenses and Certifications:</b>	
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Moving</li> <li>• Sitting</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	Preference will be given to applicants with a Master's degree, those with higher education work experience, those who have experience supervising full-time employees, those with grant oversight/management experience and those who have advised a Divine 9/National Pan-Hellenic Council or Greek Organization.
<b>Essential Duties/Responsibilities:</b>	<p>Responsible for promoting a welcoming and inclusive campus environment while advocating for traditionally marginalized and underrepresented students by providing innovative programming and services to support college access, academic success, multicultural education, identity exploration, and leadership development.</p> <p>Direct, oversee, and coordinate programs and services of the Office of Multicultural Student Services. focusing on student engagement in co-curricular activities and academic support that facilitate student success.</p> <p>Supervise OMSS Team including Administrative Assistant, Assistant Director, and Pre-College Coordinator (GearUp). Additional grant funded positions may be added to this team as they arise.</p> <p>Lead OMSS Team in delivering programs and services that seek to respond to the needs of students and the community in ways that are aligned with the University's Core Values of Opportunity, Diversity, Excellence, Collaboration, Ethical Community, and Learning.</p>

	<p>Assist in increasing access, retention, and success of historically underrepresented students.</p> <p>Create, facilitate, and participate in trainings, workshops, and other program that educate the campus community regarding diversity, equity, and inclusion.</p> <p>Mentor and coach individuals and small groups of students.</p> <p>Administer initiatives to monitor and report on academic success, persistence, retention, and completion.</p> <p>Advise and support diverse student organizations.</p> <p>Responsible for department budget management.</p> <p>Oversee, direct, and coordinate various grants, such as the Gear Up Grant, MLK Visiting Professor Program and the MLK Future Faculty Fellowship program.</p> <p>Carry out supervisory responsibilities in accordance with University policies and applicable laws.</p> <p>Responsible for maintaining confidentiality of designated information and for performing all duties in compliance with University, federal and state regulations.</p> <p>Work cooperatively with University departments to help achieve a better understanding of and commitment to diversity, equity, and inclusion.</p> <p>Attend required meetings and serve on University committees.</p> <p>Comply with the Family Educational Rights and Privacy Act (FERPA). Serve as a Campus Security Authority as defined by Clery and adhere to required reporting as defined by Title IX, and University policy and applicable laws.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members.</p> <p>Any other duties assigned within the position classification area.</p>
<p><b>Marginal Duties/Responsibilities:</b></p>	

<b>Skills and Abilities:</b>	<p>Ability to plan, organize, and make sound judgment and decisions, and communicate effectively both orally and in writing.</p> <p>Demonstrated sensitivity, commitment, and a passion in working with socio-economically disadvantaged/underserved populations.</p> <p>Demonstrated familiarity with issues and dynamics that may impact the academic success of this targeted population.</p> <p>Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• Unofficial Transcript 1</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	<p>Unofficial Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of a Master's Degree from an accredited college or university or Bachelor's degree with at least 8 years of related experience.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
<b>Initial Application Review Date:</b>	August 14th, 2023
<b>Open Until Position is Filled?:</b>	True
<b>Posting Close Date:</b>	
<b>Contact Information:</b>	<p>For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at <a href="mailto:fsujobs@ferris.edu">fsujobs@ferris.edu</a>.</p>
<b>EEO Statement:</b>	<p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a>. The University actively seeks</p>

	<p>applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a>.</p>
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