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## Auburn University Job Description

Job Title:	<b>Dir, Cross Cultural Ctr Exc</b>	Job Family:	No Family
Job Code:	<b>EA43</b>	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

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### Job Summary

Reporting to the Vice President/Associate Provost and Chief Diversity Officer with functional collaboration with the Assistant Vice President for Access and Inclusive Excellence, the Director of the Cross Cultural Center for Excellence (CCCE) serves as a key member of Office of Inclusion and Diversity's (OID) team and provides leadership to OID's Cross Cultural Center for Excellence.

Responsible for the design, delivery and assessment of evidence-based, high-quality, and comprehensive co-curricular education and professional development experiences for both undergraduate and graduate students in support of the ongoing progress of institutional diversity, equity, and inclusion (DEI) excellence goals. Aligns the center's priorities in support of OID's strategic vision for undergraduate and graduate student development of critical DEI awareness, behaviors, skills and competencies that facilitate personal and professional growth and development. Develops, updates and administers campus wide DEI programs and events focused on Cross Cultural relations, including the celebration of heritage months and provides student development and engagement oversight to 29 undergraduate and graduate student organizations. Assesses all student-facing OID programs and services to support university-wide efforts to meet institutional strategic goals.

With Inclusive Excellence as a foundational philosophy and framework, the CCCE's mission is to provide an empowering space for engagement and foster a culture of belonging in support of the multiple and intersecting identities of Auburn University undergraduate and graduate students. The Cross Cultural Center for Excellence is a vibrant, diverse student hub designed to: 1) provide programs and initiatives for student engagement and cross-cultural learning, 2) create unique opportunities for students to build capacity for global engagement and establish collaborative relationships, and 3) celebrate and support specific affinity groups including, but not limited to, African American/Black, Asian American, American Indian/Indigenous, Hispanic/Latin, International, and LGBTQIA+ student populations.

### Essential Functions

1. Evidence Based Approaches, Research and Reporting: Engages an approach to student development and DEI education informed by inclusive excellence and equity-minded principles and scholarship. Generates annual assessment and impact reports on CCCE and OID student facing programs. Assists in writing inclusive excellence and DEI related articles, grants, and reports with the Vice President/Associate Provost and Chief Diversity Officer. Partners with the Vice President/Associate Provost and Chief Diversity Officer in cross institutional efforts to advance inclusive excellence by designing programs to increase inclusive excellence knowledge, competencies, and evidence-based practices among faculty and staff.
  2. Student Development, Education and Engagement: Leads, designs, and implements programmatic efforts within the center that supports the attraction, retention, and academic and professional development of underrepresented student populations. Designs, facilitates, and implements DEI-focused programs, social justice workshops, and educational sessions.
  3. Student Organization and Leadership Development: Develops and maintains close working relationships with student organizations reporting to the CCCE. Develops and engages an OID undergraduate and graduate Student Advisory Council. Provides leadership development opportunities for student organization officers and training to student organizations. Collaborates with student leaders and student organizations to increase DEI learning.
  4. Data, Metrics and Assessment: Establishes data-driven programmatic goals and benchmarks and designs and operationalizes an accountability framework to measure and evaluate the impact and
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effectiveness of the CCCE's and other OID student facing initiatives. Analyzes, organizes, and communicates student and DEI related data to inform data-driven approaches to OID unit strategy.

5. **Campus Collaboration and Internal/External Partnerships:** Works with related academic and administrative departments to foster greater student diversity and a more inclusive climate. Collaboratively coordinates campus wide activities for MLK Day, Heritage Months and other campus wide DEI programs. Plans, organizes, and fosters student civil discourse events and facilitates student campus-wide dialogue and educational opportunities. Assists in creating and publishing student related DEI reports and articles with the Vice President and Associate Provost/Chief Diversity Officer. Collaborates with key Student Affairs stakeholders in support of broader DEI and cultural competency development across the student body. Works directly with corporations to create professional development opportunities for students to include scheduling meetings with corporate managers, connecting students to internship/externship opportunities, collaborating with University Career Services to host special opportunities for multicultural and diverse students, and organizing all efforts with corporate partners committed to identifying diverse students.
6. **Space, Project and Fiscal Management:** Manages the Cross Cultural Center's \$110,000 budget to include mapping out strategic priorities, works with the budget manager on the annual budget process; remains fiscally aware of spending from CCCE student organizations; and creates shadow budgets to monitor center-wide spending. Promotes the use of CCCE's student spaces and resources. Facilitates effective use of university's physical and financial resources among student organizations and leaders.
7. Performs other related duties as assigned.

## **Supervisory Responsibility**

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Degree in Educational Administration, Student Development, Counseling, Student Affairs, or related field
<b>Experience (yrs.)</b>	6	Experience in developing and managing diversity, equity, and inclusion (DEI) programming, initiatives, and/or education.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of principles and practices regarding student development theory, diverse populations, budgeting practices, and promotional strategies. Knowledge of the scholarship and research of diversity, equity, and inclusion, inclusive excellence, and equity mindedness.

Ability to assess student academic success, DEI, and inclusive excellence programs in higher education. Ability to effectively work with, train, and facilitate programming with undergraduate and graduate students. Ability to work independently, possessing high analytical, critical thinking, and administrative writing skills.

Strong verbal and written communication skills with experience in facilitation/presentation.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, .

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/12/2021

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