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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 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

Reporting to the Special Assistant, Inclusion and Diversity, 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. This position supports the overall mission and vision of the Office of Inclusion and Diversity (OID) by leading the development, planning, and execution of student achievement, student belonging, and leadership development programming for underrepresented students and communities at Auburn University. The Director aligns the center's activities with OID's strategic vision through the design, delivery, assessment, and reporting of evidence-based programs and outcomes.

### Essential Functions

1. Approaches diversity, equity, and inclusion efforts informed by data, scholarship, research, and best/promising practices. Partners with OID leadership in cross-institutional efforts to advance campus wide knowledge, competencies, and evidence-based practices related to diversity, equity, and inclusion.
  2. Leads, designs, and implements programmatic efforts within the center that supports the attraction, retention, achievement, and academic and professional development of underrepresented student populations. Designs, facilitates, and implements high-impact programs and experiences that advance the key areas of the Cross Cultural Center for Excellence including, student belonging, student achievement, and professional and leadership development.
  3. Develops and maintains close working relationships with student organizations reporting to the CCCE. Provides leadership development opportunities for student organization. Collaborates with student leaders and student organizations on social, cultural, academic, and educational programming.
  4. Leads the Cross Cultural Center for Excellence team in the development of evidence-based activities and data-driven programmatic goals and benchmarks to inform practice. Establishes assessment practices and protocols to measure sub-unit impact. Analyzes, organizes, and communicates written and oral reports related to the Cross Cultural Center for Excellence.
  5. Develops strong relationships and partnerships across Auburn University to foster greater student diversity and an inclusive climate. Provide a range of support and advocacy for underrepresented students including through committee service, professional development, and other efforts.
  6. Collaboratively coordinates campus wide activities such as MLK Day, Heritage Months, Cultural Recognition and other campus wide DEI programs. Works directly with internal and external partners to create professional development opportunities for students.
  7. Manages the Cross Cultural Center's full time, graduate student, and undergraduate student staff and allocated, budget. These efforts include aligning strategic priorities for employees, working with the budget manager on the annual budget process; and remaining fiscally aware of spending from CCCE, including student organizations. □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.
  8. Advances special projects as designated by OID Leadership and institutional needs, specifically
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as it relates to outreach, student belonging, student achievement, student advocacy, cultural competence, and other strategic efforts.

9. Performs other related duties as assigned.

## **Supervisory Responsibility**

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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>	5	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: 1/7/2022

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