
Auburn University Job Description

Job Title: **Dir, Intercultural Education & Inclusion** Job Family: Academic Services & Administration
Job Code: **EA47** Grade AA12: \$60,900 - \$109,600
FLSA status: Exempt

Job Summary

The Director of Intercultural Education and Inclusion provides leadership and direction in developing intercultural and inclusive educational programming and partnerships in support of the mission of the Office of International Program.

Essential Functions

1. Creates, oversees, and directs the implementation of customized data-driven internationalization-at-home (IAH) programs and initiatives that intergrate international and U.S. based students, faculty, staff and the external community by leveraging strength-based assets and resources to increase cultural proficiency of the entire campus community. Leads short-term study abroad programs, as appropriate.
 2. Develops and oversees framework, goals, metrics, and assessment of co-curricular and non-credit intercultural and awareness raising programs, including the teaching and learning of non-credit foreign languages and world cultures. Supervises teaching of less commonly taught and studied non-credit languages which are designated as critical need areas by the federal National Security Education Program (NSEP). Responsible for building a database of global language speakers in the campus community, serving as cultural informants or interpreter resources and teaching pools.
 3. Provides technical leadership and conducts campus climate assessments and surveys to support and expand university focus on internationalization and to address international student acculturation and social challenges. Uses information garnered to innovate and create international learning communities through hands-on workshops, seminars, and town hall discussions around thematic units, intercultural dialogue, and contemporary discourses on just-in-time world issues, promoting a culture of shared understanding and globally engaged citizenship.
 4. Develops and maintains cross-campus strategic partnerships and collaboration which progressively and strategically move the International Cultural Center as a hub for international students and a forum to provide global exposure and content for the campus community, while advancing university IAH initiatives. Works collaboratively and serves as a resource and strategic partner for faculty and staff for curriculum enrichment, diversity of perspectives, global intercultural competence, and the education and awareness of world cultures, customs, and practices.
 5. Develops relationships and works collaboratively with campus partners and local community stakeholders to promote global learning and inclusivity inside and outside the classroom, including international student leadership development, mentoring, advocacy and positive social integration. Develops a community bridge program of global ambassadors to provide students, employees, and community members with opportunities to learn about different cultures and share expertise on their own cultures to foster intercultural competence and appreciation within Auburn and with the external community.
 6. Provides operational and managerial oversight of the International Cultural Center as the hub for global education. Supervises several support positions as appropriate including coordinators, academic support specialists, graduate assistants, and student World Cultural Ambassadors toward accomplishment of the goals of the International Cultural Center.
 7. Performs other duties as assigned.
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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>
Education	Master's Degree	Degree in International Education; Cultural Diversity Management & Inclusion; Leadership Development; Program Development; Project Management; Community Engagement; or closely related field is required.
Experience (yrs.)	5	<u>Required:</u> Experience in project and/or program design and administration in areas related to diversity and/or multicultural affairs. Experience with Educational and Cultural Diversity & Inclusion methods and strategies within a higher education setting. Demonstrated experience developing intercultural competency across diverse groups.

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 cultural diversity in higher education; international populations and cultures; budgeting practices; and promotional strategies and developed supervisory skills.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

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

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/30/2022
