

Lubbock
Director
25121BR
Diversity Lbk

Position Description

Directs, plans, coordinates and supervises the operation and activities of a specialized unit or small department; develops and implements policies and procedures, administers the budget, organizes tasks and sets priorities. Serves as liaison with university personnel and community at large. Works under general supervision with broad latitude for initiative and independent judgment.

Major/Essential Functions

- Provide ongoing vision, direction, leadership and guidance as the director, in conjunction with the Senior Director of DDEI along with the VP of DDEI/CDO to oversee the Texas Tech University Black Cultural Center.
- Develop a strategic plan, goals, processes and procedures for the BCC, co-lead the BCC Advisory Committee, foster a welcoming, inclusive and affirming space for intercultural, belonging and intersectional engagement
- Create and foster a student-centric model of student leadership development and programming. Lead, coordinate and plan workshops, programs, educational activities, trainings, programs, events, conferences, institutes centering Black diasporic experiences
- Coordination and manage the operational and facilities of the building to include room reservations, staffing, supplies, art pieces, hours of operation
- Responsible for referencing information relevant to campus, regional and national data on conditions affecting the Black community, using this information to inform and educate the campus community about issues, and taking appropriate and responsible actions consistent with advocacy and support of a welcoming and affirming campus community for undergraduate and graduate students, faculty and staff, alumni and community members.
- Provide oversight, supervision and engagement of university and community partners for Cultural & Heritage Month and Week Celebrations planning and execution to include: Hispanic/Latinx Heritage Month, HSI Week, Native American/Indigenous Peoples Month, Pride Week, Trans Awareness Week, Trans Day of Remembrance, Women's History Month, Asian Pacific Islander Desi Arab Heritage Month, Global Education Week, Deeply Rooted Conversation Series, Veterans & Military Recognition, Interfaith, and other programs and events centering intersecting identities and communities and community building
- Create, administer, analyze and report center and programmatic data and assessments of unit objectives and outcomes to include but not limited to: ensure compliance with federal, state, university regulations & requirements; prepare monthly, quarterly, annual and ad hoc reports to the Senior Director and Vice President for the Division of Diversity, Equity & Inclusion

- Track program participant engagement, learning outcomes, assessing culture, social media engagement, intercultural learning and communication, along with other data needed to further support unit and university strategic plan
- Responsible for budget projection and oversight to include but not limited to: analyze, interpret, review of fiscal accounts, develop and write grants, manage fundraising campaigns and preparation of fiscal reports, ensuring accuracy and compliance with policy and guidelines at the university
- Hire, train, lead and supervise a team of professional and student staff to create an inclusive, intersectional and belonging atmosphere for students, faculty, staff and guests.

Required Qualifications

Bachelor's degree in related area required plus five years progressively responsible management experience. Additional education may substitute for experience on a year for year basis.

Preferred Qualifications

- Master's degree required in higher education, Africana/Black/African American studies, ethnic/racial/women and gender studies, intercultural studies/relations, or related field from an accredited institution.
- Minimum of three (3) years related work experience working with minoritized and marginalized students, and/or student groups in a higher education setting to include experience in advising, events, programming, social, cultural, professional and interpersonal development related to: intersectional identity development, culture, diversity, intercultural communication, justice, belonging, servingness, inclusion and equity
- Minimum of three (3) years related work experience in staff supervision, budget management, program development and evaluation
- Demonstrated success in designing and implementing trainings, workshops, and programs aimed at developing Black identity development, cultural and heritage programming, celebration and intersectional educational experiences
- Demonstrated experience managing buildings, centers, spaces related to centering diverse student experiences and including the proper management of operational management
- Demonstrated experience building community relations, partnerships and interacting with a diverse constituency to include but not limited to: community organizations, faculty, staff, alumni, and donors
- Demonstrated experience in grant writing and fundraising efforts
- Excellent written communication and public speaking/presentation skills

Does this position work in a research laboratory?

No

Required Attachments

Cover Letter, Diversity Statement, Professional License or Certification, Professional/Personal References, Resume / CV

Job Type

Full Time

Pay Basis

Monthly

Minimum Hire Rate

4413.92

Pay Statement

Compensation is commensurate upon the qualifications of the individual selected and budgetary guidelines of the hiring department, as well as, the institutional pay plan. For additional information, please reference the institutional pay plan on the Human Resources webpage.

Travel Required

Up to 25%

Shift

Day

Schedule Details

8 am to 5 pm

Grant Funded?

No

Job Group

First line Managers

EEO Statement

As an EEO/AA employer, the Texas Tech University System and its components will not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information or status as a protected veteran.

Director | Texas Tech University

To Apply <https://apptrkr.com/2512706>