

# Associate Director of Programming and Outreach

## Posting Details

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### Position Information

<b>Job Title</b>	Associate Director of Programming and Outreach
<b>Department</b>	Multicultural Center - 15055
<b>Pay Grade</b>	11
<b>Job Category</b>	Administrative

### Job Summary

The Mary V. Jordan Multicultural Center is accepting applications for an Associate Director of Programming and Outreach. The position will help facilitate students' social, emotional, and educational development and promote a non-discriminatory campus community by identifying the needs and concerns of students. This position will assist with creating policies and programs addressing diversity, discrimination, and harassment, and will perform other related duties as assigned.

The value of employment at ETSU goes far beyond salary. The official workday is 7.5 hours, which includes a one-hour lunch/meal break. Regular benefited ETSU employees enjoy a full range of benefits, services, and programs including:

- Paid time off & leave
- 17 paid holidays
- Educational Assistance
- Health and life insurance
- Retirement
- Access to University facilities and services and much more!

Check out the ETSU Human Resources Benefits page for additional information at: <https://www.etsu.edu/human-resources/benefits/>.

ETSU is committed to ensuring that our students, faculty, and staff are valued and work in an environment of openness and acceptance. ETSU is an Equal Opportunity/Affirmative Action employer.

*Disclaimer: The Job Summary is intended to describe the general nature and level of work individuals perform in this classification. It is not intended to be a complete list of all responsibilities, duties, and skills required. Management reserves the right to revise the job or require different tasks to be performed as assigned to reflect changes in the position. Employees must be able to perform the position's essential functions satisfactorily with or without reasonable accommodations.*

### Knowledge, Skills and Abilities

- Knowledge of issues of multicultural development.
- Ability to plan, implement, and evaluate academic advancement, student programs, and community development programs.
- Ability to motivate people to work cooperatively toward common goals.
- Ability to counsel students.
- Ability to communicate effectively.

### Required Qualifications

- Master's degree in psychology, student personnel administration, counseling, or related area
- Three to five years experience, preferably in a higher education setting;

### Preferred Qualifications

- PhD or EdD.
- Experience coordinating alternative spring break and education abroad.
- Experience conducting, analyzing, and presenting research.
- Experience in an administrative role working with programs
- Ability to design climate surveys and implement best practices to ensure belongingness.

### Salary

## Posting Detail Information

**Posting Number** AS01319P

**Is this position subject to a criminal background check?** No

**Is any part of the funding for this posting coming from a grant or outside funding source?** No

**FLSA Status** Exempt

**Open Date** 03/21/2024

**Close Date** 04/21/2024

**Open Until Filled** No

**Special Instructions to Applicants**

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Documents Needed To Apply

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### Required Documents

1. Resume
2. Cover Letter
3. Transcripts

### Optional Documents