

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DIRECTOR, MULTICULTURAL PROGRAMS AND SERVICES**

**M213.100**

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**BASIC FUNCTION:** Under the direction of an administrator, the Director, Multicultural Programs and Services is responsible for creating and fostering an inclusive, welcoming, and equitable environment for a diverse student population that includes minority students, students of color, international students, and students from marginalized communities.

The Director will provide strategic leadership and overall supervision for the Multicultural Programs and Services in support of the District's academic mission and strategic initiatives and priorities. The incumbent will identify areas of concern to establish programs and services that address District and student needs and will advocate for affected communities.

The Director, Multicultural Programs and Services will develop, implement, and evaluate District-wide Programs and Services related to the academic, support services, and social needs of students from culturally, ethnically, and socially diverse backgrounds. The Director will work with the College community to fulfill the District's mission to serve our diverse communities through engagement, collaboration, partnerships, innovation, and leadership.

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**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*)*

1. Oversee a variety of programs, services, and centers based on the needs of the District and the student population including but not limited to: Culture and Community Center, UndocuCenter, Queer Resource Center, Umoja Program, Puente Program, Native American Center, and International Student Program.\*
2. Develop, implement, and evaluate Multicultural programs and services to advance a variety of District initiatives, objectives and goals to support a diverse student population. \*
3. Serve as the primary point of contact, resource, mentor, and champion for students from minoritized populations, providing direct support and connection with campus and community resources. \*
4. Plan, organize, and manage the operations and activities of the various centers which includes the participation and selection of hiring processes, supervision, training, evaluation, directing work and development of assigned staff.\*
5. Oversee the development and implementation of the college's programs and services including resource development in accordance with laws, regulations, District policy, and collective bargaining agreements. \*
6. Develop, conduct, facilitate, and sponsor programs and workshops that support students of color and promote diversity and inclusion. \*
7. Collaborate with the College's Inclusion, Diversity, Equity and Anti-Racism (IDEA) Officer to advocate for underserved and underrepresented students. \*
8. Oversee, manage, and facilitate programs and services focused on outreach of historically underrepresented students. \*
9. Collaborate with student facing departments and programs to develop and execute recruitment and outreach activities to attract and encourage enrollment and/or engagement of historically underserved student groups. \*
10. Oversee various student support programs and services to develop comprehensive student success strategies and pathways for student engagement, and advocacy for students of underrepresented or marginalized communities. \*
11. Partner with Institutional Research and the Student Equity Achievement (SEA) Program to assist in the development of appropriate evaluative methodologies, research, statistical reports, and other outcome measurements to identify disproportionate impacts at the college. \*
12. Manage and direct special projects including but not limited to in-reach and outreach activities at District sites, project management, webpage development and maintenance, and presentations for campus groups and community agencies. \*
13. Develop, prepare, and maintain databases and documents as well as a variety of comprehensive reports, studies, and surveys; create analyses designed to support the success, outcomes, and briefings that contain descriptive, analytical and evaluative content and program review of the multicultural centers. \*
14. Develop and evaluate Program and Student Learning outcomes; address outcomes which pertain to areas of responsibilities. \*
15. Maintain current knowledge of relevant governmental regulations, the Chancellor's Office guidelines, and legislative, statewide, and local issues that have implications related to programs within the department.\*
16. Develop and prepare the annual preliminary budgets for assigned programs; monitor and oversee budget expenditures and direct the preparation and maintenance of detailed and comprehensive budget reports, records, and files regarding programs, operations, and activities. \*
17. Identify grant funding opportunities; collaborate with appropriate District staff to complete and submit grant applications or additional funding resources. \*
18. Oversee program assessments and evaluation reports on assigned programs. \*
19. Stay abreast of best practices and trends related to assigned programs through participation in professional organizations

and conferences. \*

20. Create, prepare, and disseminate a variety of reports including but not limited to required and mandated federal, state, local, and District reports. \*
21. Serve on a variety of standing, ad hoc, and District committees as requested or required.
22. May serve as a chair of District or college committees.
23. Perform other duties as assigned in support of the position and within the scope of responsibility.

#### MINIMUM QUALIFICATIONS:

##### ● EDUCATION AND EXPERIENCE:

- Master's Degree; **AND**
- Three (3) years of experience in development/coordination and oversight of programs serving diverse population
- One (1) year of Supervisory experience

##### ● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Some travel may be required.

#### DESIRED QUALIFICATIONS:

- A Master's degree in higher education, student affairs, counseling, or related field of study,
- Five (5) years of progressive experience in student equity, student life, multicultural education, student services program administration or coordination, or related field.
- Evidence of negotiation skills and the ability to work with a wide range of constituencies.
- Job related experience in an academic setting.

#### **KNOWLEDGE, SKILLS, AND ABILITIES: (*May be acquired through education, training, and/or experience.*)**

**Knowledge of:** District policies, procedures, rules and regulations; laws and ordinances pertaining to the specific responsibilities of the position; student programs and services; federal, state, and local regulations pertaining to student equity, basic skills and student support programs; student programs, operations, and procedures; principles of effective interaction with diverse students, staff, faculty and administration; research and design methodologies; student learning outcomes; supervisory and managerial concepts and practices; standard statistical procedures related to student trends and projections; qualitative, quantitative and benchmarking measures (as applied to student equity research); computer programs for effective database design, data warehousing, report writing, desktop publishing, etc.; proper English language usage, grammar, vocabulary, spelling, and punctuation sufficient to prepare reports and professional correspondence; well-developed human relations skill to deliver formal presentations and influence program decisions, convey procedural information, exercise patience, and exhibit professional etiquette when dealing with others; special skills in working with students from different cultures and backgrounds; establishing goals; budget preparation and analysis; and web-based reporting and survey administration.

**Ability to:** implement District policies and procedures and rules and regulations; comprehend and stay current with the theories and practices utilized in higher education; envision, develop and maintain short-and long-term strategic student initiatives; gather, analyze and interpret statistical, legal and program-related information; ascertain student needs; ensure program outcomes are being met; maintain confidentiality of private and/or sensitive information; use computer systems and statistical software packages; create and prepare various reports, proposals and plans to be presented to the Board of Trustees, Chancellor's Office and other outside agencies; analyze the most effective use of faculty, staff, facilities and student resources to achieve Multicultural and diversity goals; clearly organize, prioritize, and present information; exhibit excellent written and verbal communication skills; communicate effectively and tactfully both orally and in writing; demonstrate strong administrative and organizational skills while paying close attention to detail; demonstrate strong interpersonal skills, political savvy, and sensitivity to effectively engage members of the District and college community; make required mathematical calculations accurately and rapidly; develop, maintain and administer a departmental budget; work accurately at a fast pace under the pressure of deadlines and timelines; analyze transactions and identify deviations from applicable policies and procedures; manage, train and evaluate the work of others; provide employee leadership and direction in order to accomplish the established goals of the department; work as a team member on projects related to student equity, student needs assessment and evaluation; utilize keyboarding skills commensurate with the required functions for this position; establish and maintain cooperative working relationships with those contacted during the course of work; communicate professionally in confrontational situations; demonstrate a sensitivity to and a respect for diverse populations; and work effectively with diverse populations;

#### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision to faculty, management supervisory, classified employees, and student employees.

**PHYSICAL EFFORT:**

Requires the ability to function effectively in an office environment engaged in work of a moderately sedentary nature with some requirements to move about to local and remote locations. Requires sufficient physical ability to move to indoor and outdoor work locations. Requires the ability to sit and stand for moderate to extended periods of time. Requires sufficient hearing and speaking skills to project voice and communicate with staff in an office and one-on-one conversations. Requires visual acuity to read printed materials and computer screens and observe staff while performing day-to-day job responsibilities. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires sufficient arm, hand, finger dexterity to use a personal computer keyboard, multimedia, and other office equipment. Requires the ability to grasp, reach, push, and pull various workspace equipment and supplies. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment. Requires the ability to lift and carry up to 25 pounds. Requires the ability to travel as required by the needs of the college in support of the position. May require the ability to work during off-hours.

**CONTACTS:**

Faculty, staff, administrators, students, California Community College Chancellor's Office, contracted vendors, and the general public.

**WORKING CONDITIONS:**

Work is performed in an office environment with minimal exposure to health and safety considerations. Work is performed in a normal office environment subject to constant interruptions and frequent interaction with others; sitting for long periods at a time; may require off-site duties and activities.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.