



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA Date created or revised: 9/22/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: Yes Campus Security Authority: No
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Title: Director of the Unity Center
Status: Full-Time, continuing, 35 hours per week
Grade: 14
Union Affiliation: PSA @ RIC (Professional Staff Association)
Reports To: Associate Vice President for Community, Equity, and Diversity

PRIMARY PURPOSE:

Responsible for contributing to the development of long-range strategic programs that ensure the social and academic development of multicultural students. Advocates for the inclusion of multicultural students at all levels of the College and within the surrounding community. Provide leadership and support for institutional commitment to inclusive excellence through the Unity Center, its internal functions (Women's Center, LGBTQ+ Office, International Student Office, Interfaith Services), and affiliates, including assessment of such programs. Promote understanding and appreciation of cultural differences within the college community. Assess, Research, and recommend to the Associate Vice President, the formation or revision of campus policies related to the mission of the division.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Direct the day-to-day operation of the Unity Center, including the supervision, and evaluation of professional, clerical and student staff.
- In collaboration with the college community, develop programs and services based on research and national best practices designed to increase the recruitment, retention, matriculation, and graduation of multicultural students.
- Responsible for fiscal management of departmental operating budget, including forecasting expenditures and revenues, oversight of internal budgets, maintaining records, and linking program objectives and assessment to the annual budget process.
- Recruit, train, supervise, and/or evaluate professional staff members and a varying number of student employees including graduate assistants and interns.
- Provide leadership and professional development opportunities for staff consistent with professional goals.
- Provide problem-solving assistance to individual students and student entities.
- Serve as a resource to the institution, faculty and staff on issues related to diversity, inclusion, equity and safety, and facilitate productive dialogue and discussion on these and other critical matters.
Promote and develop co-curricular programs with and for Multicultural students.
- Serve as an advocate for Multicultural students at all levels of the College including encouraging the selection of Multicultural students for positions in campus organizations, activities and committees.

Director of the Unity Center, Page 2

- Provide effective referrals for counseling, career planning, academic and financial aid assistance for Multicultural students.
- Develop supplemental funding sources for expansion of supportive and educational services for Multicultural students.
- Coordinate, design, and/or implement a wide variety of educational programs that serve to raise consciousness among the faculty, administration, and staff about various traditions, norms, attitudes and beliefs of the many diverse groups on campus.
- Develop meaningful and strategic community partnerships that will help RIC advance equity on campus.

Occasional Job Functions:

- Encourage and engage faculty to develop curricula that emphasize inclusion.
- Serve on standing and ad-hoc committees of the College (Dialogue on Diversity and Inclusion Committee, Inclusive Excellence Commission) as well as local and regional organizations as assigned.
- Perform other tasks as they evolve and are delegated by the Associate Vice President for Community, Equity, and Diversity.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in student personnel, counseling, higher education or related field.

Experience:

- Minimum of three years' experience working in higher education.
- Minimum of three years' experience directing a program for underrepresented groups.
- Demonstrated experience working with Multicultural students and student organizations.
- Demonstrated experience in program development and assessment.
- Minimum of three years' experience in budget preparation and oversight.
- Demonstrated supervisory experience.

Skills, Knowledge and Abilities:

- Proficiency in written, verbal, and interpersonal communication skills.
- Ability to work with minimum supervision.
- Excellent organizational and planning skills.

PREFERRED:

- Terminal degree in a related field.
- Demonstrated experience in obtaining grant funding.

Director of the Unity Center, Page 3

- Demonstrated understanding of identity development theory (as it relates to the systemic and institutional factors that support the retention and graduation of multicultural students).
- Bilingual in English / Spanish (fluent in speaking and writing). Other languages also considered.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.