

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: COORDINATOR, AFRICAN AMERICAN OUTREACH
Department: MULTICULTURAL AFFAIRS
Salary Guideline: MINIMUM \$27,379 - MAXIMUM \$56,857
Exempt (Y/N): YES
Supervisor: DIRECTOR, MULTICULTURAL AFFAIRS

SUMMARY: Plan, implement, and administer services and programs for African-American and other underrepresented students including advising, outreach and other support activities related to the functions of MultiCultural Affairs. Help identify and recruit potential Michigan Tech students with a focus on African-American and underrepresented students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan, coordinate, and assess African-American diversity awareness and education programs such as MLK Week and Black History Month as well as other related activities in conjunction with student organizations, other University departments, and community partners.
- Support African-American and other culturally diverse students and student organizations to collaborate with others and to be successful; serve as an advocate for and provide personal and professional guidance to underrepresented students.
- Help design, implement and evaluate comprehensive academic and developmental support services, such as ExSEL, to assist retention efforts of enrolled African-American and other underrepresented students.
- Work collaboratively on MultiCultural Affairs programs such as MICUP, and partner initiatives such as Youth Programs and ExSEL, to help African-American/underrepresented students make a successful transition from high school to college and be successful throughout college.
- Design, develop, implement, monitor, and evaluate African-American programming, both on and off campus, and implement strategic planning and programming as required; initiate improvements as needed.
- Act as an advisor and resource for all areas in MultiCultural Affairs and other Student Affairs Units and contribute to the recruitment, planning and evaluation of related programming.
- Assist with initiating programs with University departments, community colleges, high schools, and industry that provide academic, professional, and financial support for Michigan Tech's underrepresented students.
- Conduct high school and community college visits and presentations in targeted areas, establishing contacts with principals and counselors in collaboration with Youth Programs and Admissions; actively recruit pre-college, undergraduate and graduate African-American and underrepresented students during the school year.
- Make presentations, develop relationships, and distribute information about MultiCultural Affairs to various groups; represent the Director as needed and serve as a departmental liaison with state and federal agencies, corporate advisory boards, industry, public schools, parents, and the local community; develop working relationships and serve as a liaison with key Michigan Tech departments to help increase awareness of the Universities opportunities for diverse students.
- Produce appropriate literature, proposals, and reports demonstrating expertise in the area of minority student recruitment and retention.
- Actively participate in appropriate Michigan Tech committees, task forces, and related bodies and professional associations and conferences as directed by the Director of MultiCultural Affairs.
- Actively participate in division-wide goal setting and budgeting processes; make fiscally responsible decisions and recommendations.
- Collaborate with the Affirmative Programs Office, Institutional Diversity Office, Academic Affairs and Student Affairs to help increase the presence and retention of minority faculty and staff.
- Work collaboratively with departmental staff, maintain and update position manuals, support a positive work environment, and promote superior ethical standards in the workplace through example; lead, encourage, work cooperatively with and assist University academic departments, faculty, and staff to implement and assure the success of diversity related activities/programs.

SUPERVISORY RESPONSIBILITIES:

Functional supervision may be exercised over support staff and/or student assistants.

COORDINATOR, AFRICAN AMERICAN OUTREACH – MULTICULTURAL AFFAIRS

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

Bachelor's degree or the equivalent combination of education, training and experience from which comparable skills can be acquired.

One year experience at a college or university (graduate and/or undergraduate) in student services, academic support and/or education services, or closely related area.

Understanding of educational environment at highly selective institutions like Michigan Tech.

Evidence of work with a commitment to college programs for minority students.

Knowledge of issues and challenges facing African-American students in higher education.

Commitment to continued personal and professional development.

Experience using personal computers including word processing and spreadsheet/database software.

DESIRABLE:

Master's degree in a related field.

Knowledge of African-American history, culture and principles.

Demonstrated publications and research.

Grant writing experience.

Experience working with post secondary students.

Experience coordinating student related activities and programs.

Experience in college admissions or counseling.

Familiarity with handling spreadsheets, databases, and/or desktop publishing software.

Intermediate in a language other than English.

Experience advising students and/or student groups.

OTHER SKILLS AND ABILITIES:

REQUIRED:

Ability to legally operate a motor vehicle.

Proactive and creative approach to problem solving.

Demonstrated ability to work, communicate, and interact effectively with culturally, economically, and educationally diverse students.

Demonstrated ability to work independently and collaboratively.

Demonstrated ability and willingness to work nontraditional hours.

Demonstrated ability to use judgment when dealing with confidential information.

Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty, and staff.

Superior organization ability, interpersonal skills, and facility in oral and written communication.

Demonstrated ability to collect, analyze, and report appropriate and meaningful metrics to measure outputs and outcomes.

DESIRABLE:

Demonstrated knowledge of African American student retention research.

Demonstrated knowledge of Michigan Tech's various academic and personal support systems.

Demonstrated knowledge of University policies and procedures.

Demonstrate willingness to provide diversity awareness training for non-African Americans.

Demonstrated knowledge of secondary and community college school systems.

Demonstrated program development skills.

Demonstrated teaching and/or mentoring skills.

Demonstrated knowledge and expertise about today's students and an ability to steer program priorities using institutional strategic planning directives.

Experience being a goal-oriented, self-disciplined, willing risk-taker with a genuine interest in the success of all students.