

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Assistant Dean of Students: Diversity & Multi-Cultural Student Services

Department: Student Development

Odus Compton

08/29/2016

Prepared by

date

Approved by

date

Supervision received: Associate Vice President of Student Development/Dean of Students

Supervision given:

By title(s)

Director of International Student Services, Student Development Secretary

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

The Assistant Dean of Students: Diversity & Multicultural Student Services, as part of the Student Development department, will develop, manage, and implement programs and services for current students in the areas of international student services, and underrepresented ethnic populations. Student Development seeks to come along side of students for the purpose of developing the whole student, through spiritual development, social engagement, leadership training, physical challenge, and emotional/psychological support. The Assistant Dean of Students: Diversity & Multicultural Student Services will partner with academic and administrative departments to promote student success and health through general advocacy and a variety of academic support services, accommodation services, multiethnic education, leadership development, and mentoring opportunities that provide for intentional student interaction and engagement.

Essential functions:

- Guide efforts to conceptualize, define, assess, nurture, and cultivate ethnic diversity as an institutional and educational resource.
- Coordinate and partner with other University departments (such as admissions, human resources, faculty council, marketing and communications, spiritual life, and advancement) to enhance multiethnic education across institutional departments and divisions.
- Serve as an advocate for underrepresented populations (such as international students, third culture kids, international heritage students, green card holders, students of color, and students needing accommodations)
- Create partnerships that intentionally connect the curricular and co-curricular experience and heighten student awareness and understanding of multiethnic issues, cultural competence, and international perspectives.
- Work with the Associate Vice President of Student Development/Dean of Students and other university offices to identify “at risk” students and develop appropriate intervention strategies.
- Assist Enrollment Management, International Student Liaison, International Student Recruiter, and College of Graduate and Professional Studies with international recruitment, retention, and other initiatives related to international students.

- Collaborate with Student Development, Spiritual Life, Athletics, and College of Graduate and Professional Studies to create and develop initiative and opportunities using specific student development theories related to multiethnic and diversity initiatives.
- Serve as a member of the Diversity Committee.
- Assist students from all backgrounds, (the physically and/or learning disabled in particular) in making a smooth transition to the University setting.
- Coordinate and provide services to students with physical and/or learning disabilities and make referrals to appropriate university and community resources to help students attain their life and educational goals.
- Work with faculty and staff to provide the necessary accommodations needed for student success.
- Ensure that all students' needs are being met in accordance with federal regulations.
- Involvement in student disciplinary process with a focus on restoration.
- Perform other duties as assigned by the Associate Vice President of Student Development/Dean of Students

Qualifications:

Knowledge, Skills, Abilities:

- Understanding and appreciation for racial and ethnic diversity on a university campus, and how to implement programming and education opportunities to enhance the University experience for all ethnic populations.
- International Student Status requirements for academic study in the United States.
- Administrative gifts and leadership
- Personnel management
- Ability to engage with and advocate for students
- Ability to provide creative, visionary leadership for all student services
- Ability to see and develop scope and sequence from admission to graduation and beyond for all students.
- Able to equip and mentor students for leadership roles within student life

Education:

- **Required:** Master's degree from an accredited university in higher education administration, student development, multi-cultural affairs, counseling or a related field
- **Preferred:** Doctoral degree from an accredited university in higher education administration, student development, multi-cultural affairs, counseling or a related field

Experience:

- **Required:** 3-5 years of experience with multicultural, international, and inclusive communities. Must possess a working knowledge of the best practices related to diversity, international students, multiculturalism, and cultural competence.
- **Preferred:** Experience in an environment working with minority and international student programming.

Equipment:

- Proficiency in the use of university-related technology

Physical Requirements:

- Ability to communicate professionally in person, over the telephone, through emails and other electronic venues.
- Sufficient mobility and stamina to physically walk and engage others in a variety of physical circumstances
- Sufficient ability and willingness to work nights and weekends

Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member in a local Evangelical Church.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during _____New Employee Orientation _____Performance Evaluation

Employee Signature

Date

Supervisor Signature

Date

*If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.