



DIVERSITY AND INTERCULTURAL LIFE ASSISTANT DIRECTOR

Department: Office of Diversity and Intercultural Life (ODIL). The Office of Diversity and Intercultural Life (ODIL) at North Park University in Chicago aims to create a campus community that helps students of all backgrounds to feel welcome and included. Working with cultural clubs, student success programming, and promoting student advocacy are just a few ways we engage our students in pursuing lives of significance and service.

Reports To: Director of Diversity and Intercultural Life

Position Summary: The Diversity and Intercultural Assistant Director reports to the Director of Diversity and Intercultural Life to support the ODIL and University missions. This position cooperates with various departments within the Division of Student Engagement and across the institution. In collaboration with the Director for the Office of Diversity and Intercultural Life, the Assistant Director develops and implements initiatives to ensure academic retention and success of our diverse student body.

Responsibilities:

- In collaboration with the Director for the Office of Diversity and Intercultural Life, identify and inform the campus community on factors impacting student success and retention relating to the multiple, intersectional aspects of diversity of North Park students.
- Coordinate, implement, and evaluate, curriculum development for the Office of Diversity and Intercultural Life events.
- Provide guidance and support for students to participate in co-curricular activities that center on diversity and interculturalism and students' complex identities.
- Supervise, train, evaluate, and manage payroll for 7-8 student staff members. Manage the daily operations of the office.
- Plan and execute cultural leader training and development to equip students with skills designed to enhance resilience, self-awareness, confidence, and transformational leadership.
- Execute research and strategic programming analysis by the Office of Diversity and Intercultural Life and cultural student organizations.
- Monitor and create involvement reports to measure outcomes and inform ODIL activities and programming.
- Monitor and manage the cultural student organization budget in collaboration with the Director and student leaders.
- Oversee cultural club program assessment and report writing.
- Maintain accurate records of activities and events related to cultural clubs.

- In collaboration with the Director for the Office of Diversity and Intercultural Life, designs, manages, delivers, and assesses training, professional development, and events for faculty and staff regarding diversity, equity, and inclusion. Assist in the social and academic integration of academic cohorts that serve diverse students, including COMPASS / Lighthouse / Pritzker Scholars / DreamUS / CRUX. Serves on various departmental committees on initiatives impacting student success and retention.

Essential Qualifications:

- Bachelor's degree required.
- Previous experience within diversity, student development, club advising, or event/program planning.
- Demonstrated evidence of strong leadership, interpersonal, and organizational skills.
- Ability to work effectively in a diverse and team-oriented work environment.
- Sensitivity to multicultural and gender issues. Supportive of diverse and underrepresented populations.
- Ability to effectively communicate with students, administrators, faculty, and staff.
- Excellent interpersonal, oral, and writing skills.
- Innovative-oriented self-starter, able to work both independently and as part of a team.
- A willingness to work flexible hours, including select evenings and weekends.
- Able to prioritize and respond effectively to multiple demands.
- Computer literacy in Microsoft Word, Excel, Outlook, and databases.

Desired Qualifications:

- 2-3 years minimum of professional work experience, preferably in diversity, higher education, student affairs, non-profit, or related fields.

Diversity Statement:

- Founded in 1891, North Park University is a Christian university affiliated with the Evangelical Covenant Church of over 3,200 students from around the country and world. Located for over 125 years on the land of the Miami and Potawatomi tribes in what is today Chicago's northside, NPU has recently been designated a Hispanic Serving Institution and is committed to serving diverse populations. Elevating North Park University's core distinctives of Christian, city-centered, and intercultural, NPU values diversity among its faculty and is committed to building a racially and culturally diverse intellectual community, and strongly encourages the nomination and candidacies of persons who are Black, Indigenous, People of Color regardless of gender.

Application Deadline: September 16, 2022

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.