



# ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

## Multicultural Programs Specialist

Job Posting #0806-013

### POSITION INFORMATION

Office of the President

Position Number 998833

**Posting Date: June 26, 2008**

### SALARY

\$32,192. Excellent benefits package. Click [here](#) for more information.

### JOB SUMMARY

This position will be responsible for providing office, administrative and professional support to the University's Multicultural programs. This position will develop, plan and supervise outreach programs for under-represented student populations in secondary schools, university groups, and the student community. In addition, this position will advise students related to recruitment, enrollment and retention activities.

### TYPICAL DUTIES

1. Conducts research and development of student programs which foster the recruitment, enrollment and retention activities of under-represented student populations such as Hispanic, African American, Native American, Asian, veterans and other minority groups.
2. Develops and implements plans and programs to increase a cultural awareness in the University.
3. Will provide professional and advisory support to existing University programs such as Up and Coming Scholars, Mother/Daughter, SOAR, First Generation, etc.
4. Advises under-represented students on matters related to recruitment, enrollment, academic performance and retention.
5. Plans, develops and implements events related to the multicultural programs.
6. Manages the daily activities and operations of the office including greeting visitors, answering phones, completing administrative tasks, maintaining the office calendar, etc.
7. Meets with community leaders to share plans and solicit support in collaborative efforts between the University and community.
8. Assists in designing policy and procedures related to recruitment and retention.
9. Assists in providing cultural awareness and/or cultural sensitivity/diversity training or coordinating such training.
10. Trains and supervises volunteers, staff and consultants as needed.
11. Performs other duties as assigned.

### KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of various outreach programs, demonstrations, and educational materials, for in house and outreach programs.
- Skilled in coordinating the training of professional and volunteer personnel, scheduling of all special programs and supervision thereof.
- Ability to instruct college success seminars such as study skills workshops and various college skills and transition topics.
- Knowledge and understanding of student demographics, behaviors, diversity programs and student services.
- Ability to communicate to a variety of constituents including University personnel, students, parents and community groups.

- Knowledge of student advising methods and techniques.
- Ability to communicate and coordinate with existing University offices and an awareness of University resources.
- Ability to manage and perform office related tasks and operations.

### **QUALIFICATIONS**

Bachelor's degree in education, counseling or related fields required. Master's degree in education, counseling or related fields preferred. Two years experience in related activities such as, student administration or student programming, counseling, mentoring or working directly with high school and/or college student populations.

### **APPLICATION REQUIREMENTS**

1. ASU Employment Application ([http://www.angelo.edu/forms/pdf/Staff\\_Application.pdf](http://www.angelo.edu/forms/pdf/Staff_Application.pdf))
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

**Mail to:** Office of Human Resources  
Angelo State University  
ASU Station #11009  
San Angelo, TX 76909-1009

**Or fax to:** 325-942-2156

### **APPLICATION DEADLINE**

Open until filled.

### **UNIVERSITY PROFILE**

<http://www.angelo.edu/publications/employment/universityprofile.html>.

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