

REVISED
ASSISTANT DIRECTOR

Office of Multicultural AffairsThe Office of Multicultural Affairs anticipates the hire of an Assistant Director to assist in providing the optimal educational experience for students from diverse backgrounds. **Required Qualifications:** Bachelor's degree in student affairs, psychology, cultural studies, or related field; three years experience in higher education which clearly demonstrates an ability to effectively handle increasing levels of responsibility; direct experience with multicultural programming and initiatives around diversity issues; direct experience with outreach activities with student organizations and campus constituents; knowledge of research and emerging trends relative to underrepresented student populations and diversity in higher education; experience in administrative duties including: budgetary responsibility and staff supervision; evidence of strong organizational, verbal, written, and interpersonal communication skills. **Additional Qualifications Desired:** Master's degree in higher education administration, student affairs, psychology, cultural studies, or related field. **Special Requirements:** Ability and willingness to work irregular hours including some nights and weekends. **Responsibilities:** serves as an important part of the Office of Multicultural Affairs (OMA) team; assists in providing visionary leadership to meet the academic, leadership, social, and programmatic needs of underrepresented populations and the campus community; works collaboratively with university and community partners to address diversity issues; assists in establishing and executing short-term and long-term organizational goals, objectives, policies, and operating procedures; assists in the overall leadership and training of students from diverse backgrounds; assists in the coordination, implementation, and assessment of departmental programs; assists in the development of the department's mentoring and tutoring programs; handles marketing (i.e., website management, listserv, and newsletter management); supervises professional staff; other duties as assigned. Salary is commensurate with qualifications. An offer of employment is contingent on a satisfactory pre-employment background check. Application deadline is May 2, 2008 or until a candidate is selected. Submit a letter of application and resume (including e-mail address), and contact information for three references to:

Chaunda Allen, Director
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