Associate Vice President for Student Life/Diversity and Multicultural Student Affairs
Position Description for Search Committee

The Associate Vice President for Student Life for Diversity and Multicultural Student Affairs (AVPSL-DMSA) provides strategic and programmatic leadership for university strategies designed to increase the recruitment, matriculation, support, retention, and graduation of multicultural students. The AVPSL-DMSA collaborates with Student Life and other university partners to develop and provide programs and services, open to all, aimed at enhancing the academic, social, emotional, and overall success of multicultural students as well as the entire student body. In addition, the AVPSL-DMSA serves as a university advocate championing diversity as a critical component of social, academic, and intellectual life on campus and promoting a university culture of inclusion where students from all racial and ethnic identities, age, nationality, social and economic status, sexual orientation, gender identity/expression, religion, political and ideological perspectives, and physical and mental ability are able to thrive and be engaged. A key responsibility for this position is to cultivate a strategic vision for a multicultural center based on the work of the Multicultural Center Planning Group and lead the implementation of strategies to achieve that vision in partnership with campus constituencies.

The AVPSL-DMSA reports directly to the Vice President for Student Life of Kansas State University, advises university leadership on student issues related to multiculturalism, diversity, and inclusion, and serves on the President’s Advisory Council. S/he serves as a member of the Division of Student Life executive council and as a member of the President’s Commission on Multicultural Affairs.

Strategic Leadership (30%)
The AVPSL-DMSA facilitates the development and implementation of strategies to increase the recruitment, retention and graduation rates of multicultural students. Addresses matters of individual student and population/cohort persistence at Kansas State University in partnership with colleagues in Student Life, the Office of the Provost, the academic colleges and departments, and the university’s Chief Diversity and Inclusion Officer.

With the Vice President for Student Life, leads and coordinates the university effort to develop and implement a vision for a multicultural center to advance multicultural student success, diversity, inclusion, and social justice; building on the work of the Multicultural Center Planning Group.

Provides leadership and coordination to advance K-State 2025 diversity and inclusion goals, particularly as they relate to student success at Kansas State University. Develops and supports student programming that aligns with broader university goals and efforts.

Serves as the key liaison between the academic community and Student Life on multicultural student issues and efforts. Builds strong, collaborative relationships with diversity point people, other campus partners, students, faculty/staff, and families in support of building a diverse student population and an extraordinary academic and student experience for all.

Philanthropy, Fundraising, and Engagement (30%)
Collaborating with the Vice President of Student Life, the Chief Diversity and Inclusion Officer, the KSU Foundation, other university leaders, and a variety of university constituencies, initiates and manages fundraising efforts in the areas of grant funding and management, major gifts, and corporate and foundation relations to advance multicultural student affairs specifically and diversity and inclusion broadly. Maintains strategic relationships with the community, alumni, corporate donors, benefactors,
industry, and local, state, regional and national organizations focused on multicultural education, student affairs, diversity, and inclusion.

**Program and Services (15%)**
In collaboration with Student Life partners, university partners and constituencies, develops, implements, and assesses programs and services designed to increase and support the recruitment, retention, matriculation, and ultimate graduation of multicultural students and address student equity and achievement gaps. Leads or facilitates efforts to promote the persistence and graduation of multicultural students through programming, mentoring, and support.

Working with the Teaching and Learning Center and the Office of the Provost, engages faculty in the classroom by providing resources and best practices in the development of inclusive curricula and pedagogies that result in equitable student success outcomes.

Coordinates with campus partners to create, facilitate, or manage orientation, transition, and peer mentoring programs. Sustains strong collegial working relationships with university leadership, diversity point people, faculty, and the broader university community to shape, develop, implement, and evaluate multicultural student success and advising initiatives and programs focused on academic excellence and support throughout their academic careers through graduation.

Works with the Chief Diversity and Inclusion Officer to coordinate and execute annual campus-wide events and programs and heritage programming that facilitates dialogue about and promotes broad student understanding of diversity, inclusion, social justice and cultural engagement. Collaborates with HCS, the Office of the Provost, and others on programs, trainings, and faculty and staff development efforts.

**Management and Supervision (15%)**
Oversees the operations of the Office of Multicultural Student Affairs, with responsibility for staffing, fiscal management, and program planning and implementation. Provides leadership and supervision to ensure that the programs and services support the university-wide strategies related to student success, diversity, inclusion, and equity and the mission of the Office. Assesses staffing needs and plans appropriately to meet those needs, promotes appropriate training, mentoring, on-the-job experiences and other professional development opportunities, and fosters a high performing team. Develops the annual Multicultural Student Affairs budget in consultation with the Vice President of Student Life. Plays an active role as a member of the Student Life leadership team in implementing annual goals of the Division related to areas such as recruitment, retention, training, orientation, assessment, or other priorities.

**Student Liaison and Support (5%)**
Serves as strong advocate, mentor, and resource for multicultural students. Implements programs and services that support and affirm multicultural students. Provides guidance and support to a wide range of university-recognized multicultural student organizations and coordinates with a range of student groups, including the Student Governing Association, on multicultural affairs, diversity, inclusion, and social justice.

**Advice, Reporting, and Communications (5%)**
The AVPSL-DMSA counsels, advises, and consults with students, faculty, staff, and alumni individually and collectively to embrace the importance of building an inclusive, appreciative, and welcoming
environment. Serves as an expert advisor to University leadership and as a spokesperson for the University on issues related to multicultural students, diversity and inclusion. Collects, analyzes, monitors and disseminates information to campus administration faculty, staff, students and the public on the status of multicultural student affairs at Kansas State University and establishes effective modes of communication about on-going diversity programming.

Qualifications/ Knowledge, Skills and Abilities

Qualified applicants must have a master’s degree in a relevant field from an accredited institution, terminal degree or doctorate preferred. Must have five years of progressively responsible experience in higher education, preferably directing programs focused on serving multicultural students. The successful candidate will be an innovative, strategic, and results-oriented leader with a broad vision for the role of diversity in achieving institutional excellence. S/he must be adept at facilitating difficult discussion, shepherding change, creating and strengthening partnerships, and aligning an array of efforts across the university. Required qualifications include:

- Demonstrated success as a collaborator and relationship builder, with strong interpersonal skills and ability to build coalitions and collaborative working relationships with a broad range of diverse individuals and groups, including senior executives, to achieve results.
- Proven record of success in fund development, external fundraising, and donor and corporate relations
- Strong track record in managing change and proven record as an organizational leader and program builder, particularly around initiatives that promote multicultural education, student success, diversity, inclusion, global perspectives, and dialogue around social justice
- Demonstrated cultural awareness and agility and ability to build trust, credibility, and navigate a complex landscape
- Demonstrated cultural competency with the proven ability to work effectively with people regardless of differences of culture and circumstances, including race, ethnicity, religion, language, gender identity, age, marital and family status, sexual orientation, socioeconomic status, diverse physical and learning abilities/disabilities, and other identities
- Applied knowledge of current best practices in the field of student development and emerging issues in higher education, including social justice, cultural competency, retention and persistence, at-risk student factors, community building, and student learning.
- Proven record of leadership for diversity and inclusion in educational organizations, including student recruitment and retention, student success, curricular and co-curricular programs, creating and fostering a positive campus climate
- Excellent oral and written communication skills using multiple communication modes, including social media and websites
- Demonstrated administrative skills, including planning, financial management, and personnel management.
- Demonstrated ability to exercise sound judgment, tact, and discretion and maintain integrity with sensitive and confidential information
• Commitment to an inclusive philosophy in order to support all university students, faculty, and staff and an appreciation for the relationship between academic and co-curricular programs

• Strong cross-cultural communication and conflict resolution skills needed to navigate complex situations to resolve problems, build consensus, and reconcile competing interests