

## Assistant Director for Religious Life and Multicultural Programs

The Assistant Director for Religious Life and Multicultural Programs is a professional, 12-month position that requires regular interaction with students, faculty, and staff. The Assistant Director reports to the Director of Religious Life & Service. This position will create opportunities for students to explore their values and put those values into action through on and off campus opportunities for service. This position will also develop identity-based student organizations, as well as work in various settings to advocate for and advance the inclusion of underrepresented/marginalized identities of students on campus.

As a member of the Campus Life division, the Assistant Director promotes enriching and diverse programs and events. Approximately 40% of the position will focus on advising and empowering the Multicultural Student Union, Spectrum (LGBTQ+), and any other underrepresented student groups that emerge. Another 40% of the position involves staffing Student Volunteer Services and working with them to develop reflective volunteer opportunities for students. 20% of the position will focus on coordinating NCBI workshops, Multicultural and Interfaith literacy, CHAMPS, and other departmental responsibilities.

### **Primary responsibilities include:**

- Develop student leadership, programming, and community for the Multicultural Student Union and Spectrum.
- Select, train, and advise Student Volunteer Service Coordinators and Directors.
- Plan, and implement volunteer service opportunities for students that are educational and reflective.
- Serve on the CHAMPS leadership team as the coordinator for juniors and seniors.
- Participate in retention outreach to at-risk students.
- Develop, plan, and implement assessments to improve programs and services.
- Other duties as assigned

### **Departmental responsibilities include:**

- Participate in Campus Life team initiatives, staff meetings, and committees as assigned.
- Participate in institutional effectiveness measures including annual goals, objectives, planning, and assessment of learning outcomes.
- Participate in appropriate continuing education activities as funds allow.
- Nights and weekends are required as related to programs and services, including serving on the weekend on-call rotation, which requires the AD to live within 20 minutes of campus.

### **Qualifications, skills, and knowledge:**

Master's degree required (M.Div., College Student Personnel, M.A.C.E., Counseling, M.S.W. or other related fields)

Experience within a college/university setting.

Possess knowledge of current practices in student development.

Demonstrated experience in budget management, program assessment, and reporting skills.

Ability to take initiative and offer innovative solutions.

Possess excellent interpersonal skills and developing collaborative relationships.

Application instructions:

Please mail a cover letter, résumé and list of three references to:

Mrs. Susanne McCarley,

Administrative Assistant, Religious Life & Service

Presbyterian College

503 S. Broad St., Clinton, SC 29325

Or e-mail materials to: [simccar@presby.edu](mailto:simccar@presby.edu)

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