

The University of Texas at El Paso
Assistant Director of Leadership and Inclusion Programs

FLSA status: Exempt

Posting Number: 12-12-03-01-0404

Job Status: OPEN UNTIL FILLED

General Description

The Assistant Director of Leadership and Inclusion Programs is a member of the Student Engagement and Leadership Center leadership team and is responsible for establishing strategic partnerships with Colleges, academic departments, faculty, and staff members to create small and large-scale leadership and inclusion programming for students across campus.

Essential Functions

Develop vision for student leadership and inclusion programming across campus; Establish theoretical foundation for student leadership and inclusion programs; Construct learning outcomes and a range of assessment tools which measure the leadership development of students and their understanding of the world around them; Build strategic relationships with Colleges and academic departments to create programming that prepares students for successful careers and leadership opportunities in multicultural work environments; Produce co-curricular programs that emphasize participatory learning, teaching, and ethical leadership development; Create programs which helps students gain an understanding of similarities and differences across gender, ethnicity, culture, sexual orientation, religion, nationality, family status, and other identities; Establish meaningful and inclusive programs and outreach efforts that celebrate and embrace differences amongst various cultures and identities that exist on campus; Manage Women of Valor, Women of UTEP recognition program; Manage Impact Project; Serve as co-chair on UTEP L.I.V.E. planning committee; Serve as chair of Women's Advisory Board and related programming; Serve as co-chair Rainbow Miner Initiative Advisory Board; Assist the department with the monitoring and updating of the MineTracker system; Manage co-curricular transcript of the MineTracker system; Supervise Coordinator of Student Leadership Programs; Supervise Inclusion and Advocacy Intern; Manage leadership programming budget; Assist with the planning and execution of department sponsored programs and services; Attend weekly leadership team & staff meetings; Serve on division and campus-wide committees. Perform other duties as assigned.

Basic Qualifications

Bachelors degree with 3-5 years professional experience working in higher education or related field in education and related to the statement of duties and responsibilities, or equivalent combination of education and experience. Knowledge of student development theory. Knowledge of leadership development theories. Demonstrated experience creating small and large scale leadership development programs for students. Demonstrated experience creating small and large scale diversity awareness programs for students. Demonstrated experience in developing partnerships with faculty and staff members across campus to create programs for students. Demonstrated experience in creating and assessing learning outcomes. Budget management experience. Supervisory experience. Security sensitive; conviction verification conducted on applicant selected.

Preferred Qualifications

Masters degree

Salary

Salary is negotiable and commensurate with experience. Minimum monthly salary is \$3,334.

Basic Information

Date available: Open until filled.

Position open to all applicants

Hours per week: 40.00 (standard from 8:00AM to 5:00PM)

Hiring department: Student Engagement and Leadership Center - <http://sa.utep.edu/selc/>

If you are interested in this position please visit The University of Texas at El Paso Human Resources Services website: <http://admin.utep.edu/Default.aspx?tabid=37541>

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