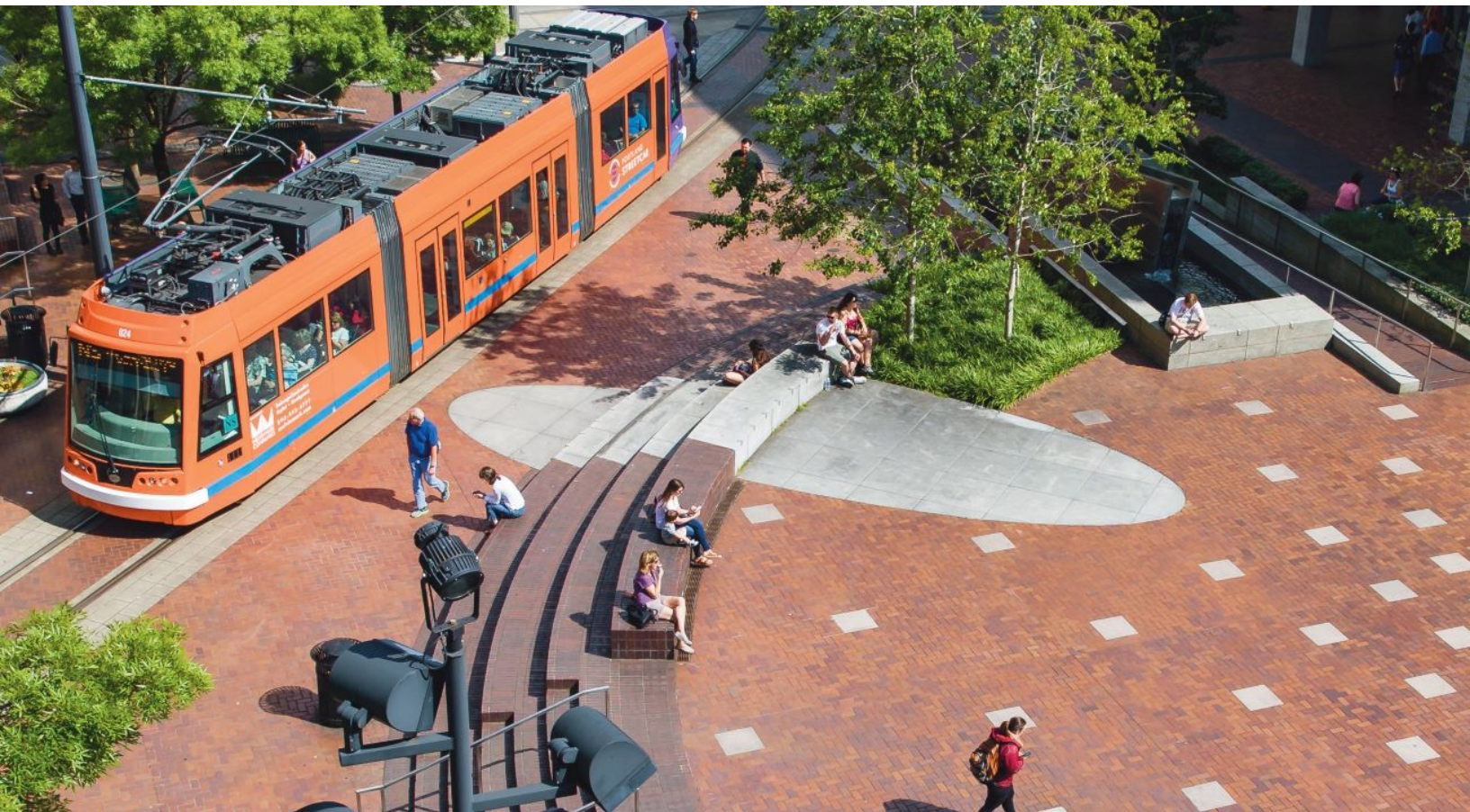




Portland State

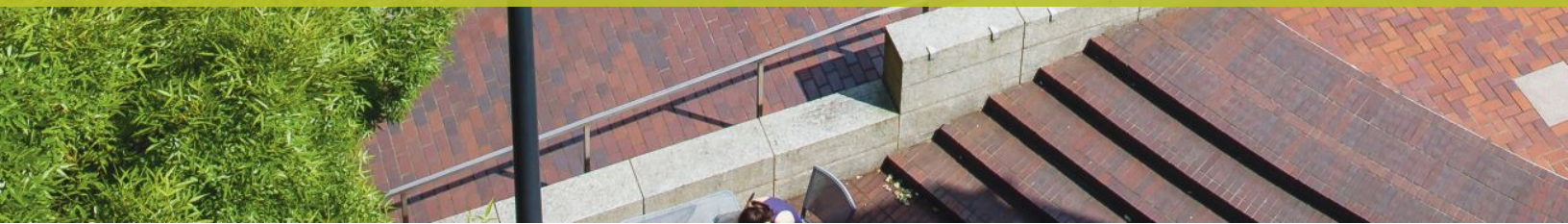
UNIVERSITY



Position Profile

Assistant Vice President for Diversity &
Multicultural Student Services

August 2019



ABOUT PORTLAND STATE UNIVERSITY

Portland State University (PSU) is an urban university and Oregon's largest, located in the heart of the vibrant city of Portland. PSU educates over 27,000 students and offers programs for Bachelor's, Master's, and Doctoral degrees. PSU is an internationally recognized urban university known for excellence in student learning, innovative research, and community engagement. PSU contributes to the economic vitality, environmental sustainability, and quality of life in the Portland region and beyond. Employees describe Portland State University as a vibrant, diverse, progressive place to work and an environment that welcomes process improvement and innovation. Portland State's 50-acre downtown campus is located in the heart of one of America's most vibrant centers of culture, business, and technology. See www.pdx.edu.



THE POSITION

The Assistant Vice President for Diversity & Multicultural Student Services provides leadership, supervision, and advocacy for institutional and federally funded programs that support access to higher education, identity development and the academic success of first-generation, income disadvantaged, disabled, and ethnically diverse students with a variety of backgrounds, intersectional identities, and experiences. The Assistant Vice President works collaboratively with Global Diversity & Inclusion and other units across campus to create programs that deliver quality services for all students; provides information, advice and counsel to students, faculty and administrative staff to facilitate the full integration and participation of students in the University community; and provides administrative oversight to multiple programs that retain student populations at the pre-college and college levels. Furthermore, the Assistant Vice President seeks to increase resources and programs for improved retention and graduation of students, and for the preparation of students of color for post-baccalaureate study. In coordination with other University personnel, they also serve as a liaison between the University and the campus community to aid in the integration, participation, and retention of students.

The Assistant Vice President oversees the Cultural Resource Centers (Multicultural Student Center, Pan-African Commons, La Casa Latina Student Center, Pacific Islander, Asian and Asian American Student Center, Native American Student and Community Center, and the Middle Eastern North African South Asian Student Center Initiative), TRIO Pre-College (Upward Bound and Educational Talent Search) and TRiO – Student Support Services, Multicultural Retention Services (African American Student Services, Asian & Pacific Islander Student Services, Native American Student Services, Latino/a/x Student Services, Diversity Scholarship Programs), Disability Resource Center, Student Legal Services, and the Veteran's Resource Center. The AVP also serves as a member of the Global Diversity & Inclusion leadership team to advance the vision and mission of Global Diversity & Inclusion.

The Department of Diversity and Multicultural Student Services (DMSS) is part of Global Diversity and Inclusion, which is the central division that leads and facilitates the continuous quest for Inclusive Excellence for PSU. More information about DMSS can be found here: <https://www.pdx.edu/diversity/student-support-programs>

RESPONSIBILITIES AND DUTIES

Advocacy:

- Advocate on behalf of staff and students to facilitate the implementation of programs and policies with senior and other administrative units on campus, including Student Affairs.
- Cultivate partnerships with students, faculty, staff, and administrators to create and deliver programs that provide quality support services for all students.
- Serve on campus-wide committees, especially as an advocate for historically underrepresented, first-generation, students with disabilities, multicultural and diverse students; provides information, advice, and counsel to students, faculty, and administrative staff to facilitate the full integration and participation of multicultural and diverse students in the University community.
- Promote and coordinate the integration of departmental programs throughout the University community and provide leadership in facilitating changes that will enhance the academic success of students; advocate for campus-wide policies and/or policy changes to enhance the academic success of students, including multicultural and ethnic minority students as well as students with disabilities.
- Develop partnerships with external institutions and organizations (e.g. local and state colleges, universities and agencies, schools, nonprofits) to increase opportunities for educational advancement and career preparation for equity and multicultural students.
- In coordination with other University personnel, serve as a liaison between the University and the community to aid in the integration, participation, and retention of equity and multicultural students.
- Work with deans, faculty, and other staff to serve as a resource for support of differently-abled, multicultural, and diverse students.
- Work closely with academic ethnic studies departments.
- Develop programming and guidance for staff to serve the increasing numbers of differently-abled, multicultural, and diverse students.

Management:

- Advance the mission of Global Diversity & Inclusion and continue to build a cohesive unit.
- Advise, guide and support 7 program directors to facilitate completion of program goals and objectives.
- Lead staff in establishing, implementing, and periodically reviewing the department's vision, mission, goals, and objectives.
- Lead and oversee the department's planning and strategic direction, budget, and evaluation.
- Authorize department hires, and/or review the hiring of all personnel for institutional and federally sponsored programs; supervise and conduct performance appraisals for program directors and coordinators; provide guidance and leadership to program directors in their supervision and management of staff; identify and promote professional development opportunities for all staff.
- Manage the operations of the Native American Student and Community Center, working with multiple constituencies to ensure that the facility is meeting its goals.

Budget:

- Serve as budget authority for the department (includes E&G funds, student fees, indirect cost rebates from TRIO programs for unallowable TRIO program charges, auxiliary, fees & fines).
- Monitor programs of institutional fee remission scholarships for retention programs.
- Explore external funding sources and prepare grant and program proposals to increase resources and programs for improved retention and graduation of underrepresented, first-generation, students of color, and for the preparation of students of color for post-baccalaureate study; serve as principal investigator/co-investigator for externally funded programs.
- Work with all campus and community constituencies to create stable infrastructure and operational funding for the Native American Student and Community Center and programs tied to the Center and its mission.
- Manage and monitor foundation accounts.

Leadership:

- Work as a senior staff team member to advance the vision and mission of Global Diversity & Inclusion, particularly DMSS.
- Lead and supervise program directors of student fee-funded areas, E&G funded areas, auxiliaries, and multiple federal and institutional programs to ensure compliance of program operations with institutional policies and federal guidelines and regulations to protect the University and the integrity of the programs (annual funding for federal programs is over \$1 million).
- Provide leadership in improving the institutional climate of the University for students.
- Serve as a member of the GDI Leadership Team to assist in policy and planning for the Division of Global Diversity & Inclusion.
- Maintain memberships to national student affairs organizations, such as NASPA, ACPA, NCORE.



QUALIFICATIONS AND EXPERIENCE

Required:

- Graduate degree in a relevant field of study.
- At least three years serving as a manager or director overseeing departments that serve underrepresented, first-generation, diverse & multicultural students in higher education.
- Demonstrated excellence working with communities of color and underrepresented populations to advance equity initiatives.
- Strong supervisory and leadership skills allowing for management of a multi-departmental unit.
- Ability to effectively manage responsibilities within a large organization, through delegation, supervision, coordination, and participation.
- Ability to work collaboratively and under time pressures with colleagues.
- Familiarity with University funding sources, such as student fees, remissions, and grants.
- Ability to manage a complex budget with limited resources.
- Ability to creatively market education and training programs.

Preferred:

- Doctoral or other terminal degree in a relevant field of study.

Key Cultural Competencies:

- Creates an environment that acknowledges, encourages and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Adheres to all PSU policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.



INQUIRIES, NOMINATIONS AND APPLICATIONS

Confidential review of applications will begin immediately and continue until the position is filled. **Applications received by September 15, 2019 will be given first consideration.** Please submit your CV/resume and a brief letter of interest. To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su173>

For more information or to make nominations:

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PSU is an affirmative action/equal opportunity employer, and seeks candidates who are committed to the highest standards of scholarship and professional activities and a campus climate that supports equality, diversity and inclusion.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.





ABOUT PORTLAND

Big city excitement and small-town charm make Portland, known as "the City of Roses" one of the most popular cities on the west coast. Situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, Portland enjoys a magnificent setting, combining sparkling waterways with lush greenery rarely found in urban settings. Portland is home to approximately 610,000 residents and the population of the surrounding metropolitan area is approximately 2.35 million. Portland is widely recognized in national surveys and rankings as one of America's most livable cities.



Portland's historic old town, many galleries and museums, Saturday Market, Waterfront Park and an abundance of fine restaurants keep residents and visitors busy and satisfied. The performing arts in the area offer classical music, jazz, and blues as well as theater and dance. Portland is just a short distance from the spectacular Columbia Gorge and Multnomah Falls, windsurfing at Hood River, valley wineries, skiing at Mt. Hood, and the drama of the Oregon coast.



Portland is known for its extensive park system of more than 200 parks. These encompass such areas as the elm-shaded South Park Blocks in the downtown area and Washington Park, home of the Rose Gardens and the Japanese Gardens. Portland's Forest Park, at nearly 5,000 acres, is the largest park within a city in the U.S. and has nearly 50 miles of walking trails.

Portland's award-winning mass transit system is one of the most extensive and advanced in the U.S. and includes buses and the MAX, an urban light rail line, as well as a downtown transit mall.



To learn more about Portland and surrounding areas:

Information about Portland, OR: <https://www.travelportland.com/>
 Portland Regional Chamber of Commerce: <https://www.portlandregion.com/>
 City of Portland, OR: <https://www.portlandoregon.gov/>