Title: Director, Ethnic Programs & Services

Essential Function

Under general supervision from a designated administrator, plan and direct the administrative and programming activities of the ethnic programs and services.

Characteristic Duties

- Plan and direct the administrative and programming activities of the ethnic program and services.
- Direct and supervise and participate in career, personal and educational counseling programs.
- Design, coordinate, implement and identify current or future program needs.
- Serve as advisor for ethnic student organizations.
- Maintain liaison with related services on all campuses and assist in resolving conflict problems.
- Develop budget requests and approve expenses.
- Administer minority scholars program.
- Organize and lead special groups.
- Initiate periodic evaluation of programs.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Experience must be in program administration or related field and include at three (3) years supervision.

Last updated: October 2006