

## **Assistant Director of Hispanic Outreach and Student Services**

<b>Classification</b>	Full-Time,
<b>Department/Division</b>	Hispanic Outreach Program
<b>Reports To</b>	Director of Hispanic Outreach Program

### **Job Function**

The Assistant Director of Hispanic Outreach and Student Services collaborates with the Director to execute all aspects of the college's Hispanic Outreach Program and mentorship programs for Hispanic students. The Assistant Director reports to the Director of Hispanic Outreach and Student Services.

### **Essential Elements**

1. Assist the Director to Develop and Implement Mentorship Programs for Hispanic students, with a focus on first-year students in the program.
  - A. Develop a year-long program for first-year students, which includes workshops, peer networking, mentoring opportunities.
  - B. Recruit, train, and guide mentors in mentoring program mentees
  - C. In collaboration with the Director, develop and implement a recognition celebration for first-year program mentees and mentors who successfully complete the mentorship program.
2. Coordinate enrichment opportunities in conjunction with the International Student Services Office and the Multicultural International Student Program.
3. Create initiatives that bring awareness to and foster unity of the Hispanic student population on campus and in the community.
4. Assist the Director in coordinating all aspects of the Hispanic Outreach Program, including
  - A. Recruit participants, instructors, and work-study students for academic year and summer programs.
  - B. Establish and implement an annual graduation celebration for Hispanic students who graduate
  - C. Collect and analyze program data.
  - D. Assist the Education Department with the Flood Elementary School Afterschool Homework Help Program.
  - E. Participate in the Academic Alert process
  - F. Assess program offerings and services on a semester basis
  - G. Maintain Program space/office
  - H. Serve as liaison between King's and the community to strengthen and create partnerships.
  - I. Advocate for Hispanic students on campus, while bringing awareness of their barriers and solutions to support them to the King's College community.
  - J. Identify, write, and submit grants that aid in strengthening the program and supporting the Hispanic student population
5. Collaborate with the Diversity, Equity, and Inclusion committees as needed
6. Coordinate all logistical needs including room reservations, refreshments, and transportation for academic year and summer programs
7. Coordinate Service Placements for students enrolled in Spanish, Education, Holy Cross Experience, and other appropriate courses to complete service requirements.

8. Oversee the Adult ESL Evening Program: create fliers, advertise programs; coordinate childcare services, recruit, and supervise conversation partners, and teach one ESL section.
  - A. Develop and coordinate recruitment and retention initiatives
  - B. Review and update testing material periodically if needed
  - C. Coordinate and evaluate peer teacher assessment throughout academic semester
  - D. Oversee instructors, student-aids, and work study students
9. Coordinate and oversee the Middle School Pathways to Success Program
10. Coordinate and co-lead High School Mentoring Program
  - A. Travel to local High Schools for recruitment presentation
  - B. Teach math section of High School Mentoring Program
  - C. Develop check-in system for mentoring programs
11. Other duties as assigned, which includes supporting current and potential King's College Hispanic students.
12. Advertise and market Hispanic Outreach Programs through social media platforms

### **Required Skills, Training, and Experience**

- Bachelor's degree (in education or related experience preferred)
- Fluent in English and Spanish
- Excellent written and oral skills
- Intermediate Microsoft office skills
- Well-developed interpersonal skills and ability to work on a team
- Ability to develop and enhance mentoring and educational programming
- Ability to establish rapport and build connections with minority groups, community organizations, and King's college student and staff
- Strong advocacy skills- is capable of working with community organizations and various college offices as an advocate for students who are underserved/ underrepresented

### **Physical Conditions**

Seeking individual that is passionate about working with the Hispanic community and its mission to educate and encourage higher education. Must be able to work from Monday- Thursday from 1:00 pm- 9:00 pm and Friday from 9:00 am-4:30 pm during the academic semester. Summer hours are from 8:30-4:30pm Monday-Friday until the start of the academic semester. Some weekends required depending on program needs. Must maintain the ability to have a flexible schedule depending on special programming. Travel requirements include occasional recruitment in Hazleton, Scranton and Wilkes-Barre.

Interested candidates please submit a resume and cover letter to [hrjobs@kings.edu](mailto:hrjobs@kings.edu)

Internal candidates please submit resumes by March 15, 2023.