

King's College is seeking an outstanding candidate to serve as the Director of Hispanic Outreach and Student Services. The candidate must possess a skill set that combines community outreach and building strong relationships across the campus.

POSITION: DIRECTOR OF HISPANIC OUTREACH AND STUDENT SERVICES

DEPARTMENT: Hispanic Outreach

POSITION REPORTS TO: AVP, Academic Success

CLASSIFICATION: Full Time, 12 month, Exempt

JOB FUNCTION: The Director of Hispanic Outreach and Student Services oversees all aspects of the college's Hispanic outreach program and mentorship programs for first year Hispanic students. The director reports to the associate vice president for academic success.

ESSENTIAL ELEMENTS:

1. Manage the Hispanic Outreach Office and Programs
 - A. Prepare and oversee the annual budget.
 - B. Assist Enrollment Management in efforts to recruit Hispanic students.
 - C. Supervise the Assistant Director for Educational and Mentorship Programs.
 - D. Oversee the selection of and provide supervision for the McGowan Scholars, Work Study Students, ESL and other instructors.
 - E. Assist college offices in responding to inquiries regarding services to Hispanic students.
 - F. Serve as a member of the Diversity, Equity, and Inclusion Committee.

2. Develop and Implement Mentorship Programs for First-Year Hispanic students
 - A. Develop a year-long program for first-year Hispanic students including workshops and mentoring opportunities.
 - B. Coordinate enrichment opportunities in conjunction with the International Student Services Office and the Multicultural Student Services Office.

3. Coordinate all aspects of the Hispanic Outreach Program
 - A. Recruit participants, instructors, and work-study students for Academic Year and Summer programs.
 - B. Develop and evaluate programming.
 - C. Work with instructors to develop and implement lesson plans.
 - D. Coordinate all logistical needs including room reservations, snacks, transportation as needed.
 - E. Assist the Education Department with the Flood Elementary School Afterschool Homework Help Program.
 - F. Coordinate Service Placements for students enrolled in SPAN 115.

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

1. Bachelor's Degree
2. Well-developed interpersonal skills and ability to work on a team and independently.
3. Fluent in both Spanish and English

4. Ability to develop and enhance programs.
5. Excellent written and oral skills.
6. Community Leadership Experience