

Director of Hispanic Outreach and Student Services

Classification	Exempt, Full-Time, 12-month
Department/Division	Hispanic Outreach Department
Reports To	AVP, Academic Success

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

King's College does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

Job Function

The Director of Hispanic Outreach serves as an advocate and leader for the Hispanic student population on campus and in the community. The Director creates, implements, and manages data-driven programs and efforts focused on recruiting, supporting, and retaining this student population. Additionally, this role manages administrative, operational, logistical programming and fiscal budgeting operations of department.

Essential Elements

- I. Manage the Hispanic Outreach Office and Programs
 - Prepare and oversee the annual budget.
 - Assist Enrollment Management in efforts to recruit Hispanic students, including translating marketing material from English to Spanish, as needed.
 - Oversee the selection of and provide supervision for the McGowan Scholars, work study students, and program instructors, including assisting with lesson plans.
 - Recruit students for program and provide services to Hispanic students on campus to increase retention, while collaborating with other offices to offer services, support, programs, workshops, events.
 - Assess, organize, implement, and make needed changes to program (including policies, procedures, manuals, and processes) to meet goals as defined by the mission and strategic plan of King's College
 - Liaison between students in the programs and various other College departments such as academics, advisement, student activities, student affairs, financial aid, business office, and any other office at the college as appropriate

- Identify, write, and submit grants that complement programs. Ensure compliance of grants while overseeing coinciding budget
 - Serve as a general and success advisor to students in programs, while meeting regularly with them.
 - Supervise and monitor student progress throughout the academic year including low grades, excessive withdrawals, absences, etc.
 - Participate in Department of Academic Success retention efforts, such as call campaigns.
 - Serve on campus committees and educate the campus community through workshops and presentations using program data and best practices on serving Hispanic students, including barriers they may face.
 - Serve as Hispanic Outreach student organization advisor.
 - Coordinate all aspects of community base/pipeline programs/offerings, including partnering with EOC.
 - Coordinate enrichment opportunities in conjunction with the KC Pathways and the Multicultural and International Student Program
 - Assist the Education Department with the Flood Elementary School Afterschool Homework Help Program.
 - Coordinate Service Placements for students enrolled in SPAN 115
 - Other duties as assigned.
2. Develop and Implement Mentorship Programs for First-Year Hispanic students.
- Develop a year-long program for first-year Hispanic students including workshops and mentoring opportunities.

Required Skills, Training, and Experience

- Bachelor's degree in education or related field (master's preferred) with 3 years related work experience.
- Bilingual-Fluent in Spanish and English
- Experience working with individuals from diverse backgrounds.
- Well-developed interpersonal skills and ability to work on a team and independently.
- Ability to develop and enhance programs.
- Excellent written and oral skills.
- Community Leadership Experience

Physical Conditions

Some weekends and evenings are required depending on program needs. Must maintain the ability to have a flexible schedule depending on special programming. Travel requirements may include recruitment in Hazleton, Scranton, and Wilkes-Barre. Typical office hours are Monday – Friday 8:30-4:30

Internal applicants, please submit your resume to hrjobs@kings.edu by 10/29/2023.