

**MULTICULTURAL**  
**STUDENT AFFAIRS**  
**UNIVERSITY OF SOUTH CAROLINA**  
**STUDENT LIFE**

**IMMEDIATE OPENING**  
**Assistant Director, Multicultural Student Affairs**

The assistant director is responsible for coordinating and developing diversity education, social justice and awareness programs for students and staff. This position will serve as the EMPOWER program advisor for the Office of Multicultural Student Affairs, as well as an advisor to numerous multicultural student organizations associated with the office to ensure successful student development events and campus-wide events. The assistant director is responsible for ongoing assessments and evaluations of programs, conducting workshops and training on leadership development for student leaders within the program area, as well as educational programming among university departments. In addition, the assistant director is responsible for actively seeking alternative funding sources to support office programs and services, as well as overseeing the office public relations marketing efforts and web page updates. This position includes supervision of a graduate student, student interns and advisement of volunteer student leaders. This position reports to the Director of Multicultural Student Affairs.

Successful applicants will have experience working with students in a college/university setting. Knowledge of the basic theories of student development, leadership theories, and public relations, as well as the design and development of initiatives is necessary. Applicants are to be skilled in facilitating workshops and presentations and possess strong interpersonal, communication and organizational skills. Experience developing and monitoring budgets is preferred. Ability to multi-task and work in a team-oriented environment is essential. The nature and scope of this position involves frequent evening and weekend responsibilities and necessitates a high level of sustainable energy and commitment. A good sense of humor will come in handy. This position requires a background check.

The Office of Multicultural Student Affairs is located in the Russell House University Union. The Office of Multicultural Student Affairs advocates for a welcoming, accepting and supportive environment for students across multiple dimensions of diversity by implementing intentional programs and cultural services which promote social justice and awareness. The Office of Multicultural Student Affairs' goal is to help promote an accepting environment, and to assist in fostering an appreciation for each of our culturally diverse populations.

**Minimum Qualifications:** A master's degree in student affairs administration/student personnel or related area is required, along with 3 years of related experience; or a bachelor's degree and 5 years of related experience.

**Application Process:** Applicants must apply via the University of South Carolina employment system at <http://uscjobs.sc.edu>. Search for requisition number 004207 (Student Services Program Coordinator II).

**Contact:**

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