Department Name: Multicultural Student Life

Department Website: multicultural.utk.edu

Department Mission Statement (Brief): Multicultural Student Life contributes to an inclusive learning environment by enhancing institutional efforts in retaining and graduating students prepared for a diverse global society. We promote the academic success, equality, and leadership development of students through programs and services that holistically address cultural, educational, and civic growth.

Job Requirements/Qualifications:

- Excellent oral, interpersonal, group, and written communication skills
- Experience working with diverse student organizations in a leadership or advisory role
- Cultural, academic, mentoring or programming experience
- Organizational skills that would allow for performance of several tasks and programming initiatives
- Awareness of successful academic and social support programs and activities
- Commitment to the educational and personal development of students
- Ability to work flexible hours including occasional evenings and weekends

Responsibilities and Tasks:

- Co-advising the Multicultural Mentoring Program, consisting of 50-70 undergraduate mentors, the Connect Living and Learning Community and 170 to 200 first year students
- Create the annual programming, recruitment, orientation and training calendar that focuses on specific objectives and learning outcomes to include: the Multicultural Student Symposium, Rites of Passage, and Success Skills Workshops
- Supervise the mentor recruitment, screening, selection, training and evaluation process
- Create and update executive and general member handbooks/manuals
- Maintain systems of accountability and internal controls among mentors and mentees
- Partner with student organizations, departments, corporations and community groups
- Strategically market the Multicultural Mentoring Program to incoming students, parents and potential mentors through participation in admissions recruiting events
- Develop, coordinate and execute retention and student engagement initiatives
- Co-coordinate training for the development of leadership and mentoring skills for MSL students
- Co-lead or co-instruct trainings, success skills workshop and first year studies courses specific to the retention and persistence of underrepresented student populations
- Assist Associate Director in developing student learning goals and outcomes, and identification of proper assessment tools
- Explore possible grant and funding opportunities for retention and student engagement opportunities
- Research best practices concerning the retention, persistence and graduation of underrepresented student populations

**Salary/Benefits:**

- $1,167.00 per month stipend
- Full tuition waiver (including out-of-state tuition)
- Free student health insurance while enrolled in class

**Term:**

- 20 Hours per week; 12 Month at will appointment