



POSITION ANNOUNCEMENT

Job Title: Program Director of Mosaic Leadership Academy
Department: Mosaic Leadership Academy
Reports To: Vice President for Student Affairs and Mission Integration
Level: 9
Shift/Hours: 40 hours per week
Date Prepared: March 16, 2018

SUMMARY

This position promotes an appreciation of diversity, inclusion and respect for persons of all cultures, races, backgrounds, beliefs and experiences. Responsible for designing and implementing a robust and high quality program for MLA students; creates and implements detailed plans for the development of all program components including internships, career programming, community service, diversity and inclusion, leadership development, Study Abroad, and professional readiness preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collaborates, coordinates, develops, enriches, and provides leadership development opportunities for MLA students. Encourages and assists with the cultivation of a positive campus climate that embraces and sustains diversity and inclusion by partnering with faculty and staff, organized affinity groups, and other stakeholders in such efforts.
2. Provides mentorship to MLA students from diverse backgrounds on professional readiness skills; develops strategies for addressing the transition needs of diverse students; and sponsors formal and informal initiatives that foster active engagement to the University.
3. Consistently applies strategic and project planning skills that connect the intended program priorities, outcomes, and goals to institutional priorities with measurable results. Develops and implements assessment and evaluation tools for individual and collective program components.
4. Monitors satisfactory program participation to maintain annual MLA student scholarships. Manages program budget applies guidelines to determine allowable expenses and directs funded projects, including monitoring budgets and evaluating project outcomes.
5. Solicits and secures external funding and other grant opportunities to support MLA initiatives; administers funding requirements that includes mandated reports; compiles data and submit annual performance reports to the university administration and the funder and monitors grant compliance.
6. Facilitates student dialogue across varied points of view, provides opportunities to develop and improve understanding, as well as reflect on experiences of difference and discoveries about diversity and inclusion. Counsels students to make good choices as well as inspire a shared sense of purpose and teamwork.
7. Works with relevant organizations to forge strong professional partnerships that enhances the MLA student experience.
8. Communicates, regularly, with key college personnel to address student concerns and works closely with various areas to create a seamless experience for MLA students.
9. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of student workers; addressing complaints and resolving problems.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license and a commercially insurable driving record.

EDUCATION AND EXPERIENCE

Master's degree in higher education administration, collegiate student affairs, or equivalent; at least three years related experience and/or training; or equivalent combination of education and experience. Demonstrated experience working with various constituencies to promote diversity initiatives and a deep understanding of issues related to cultural capital, race, ethnicity, gender and gender identity, sexual orientation, socioeconomic class, and religious and spiritual backgrounds as well as their intersectionality. Excellent attention to detail, strong problem-solving skills, interpersonal and communication skills including the ability to compose and present written and oral correspondence, proven ability to handle confidential and sensitive information with discretion. Must be capable of working collegially with a diverse group of faculty, staff and students on a daily basis. Experience with college career development programs strongly preferred. Working knowledge of Microsoft Office.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.