



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

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Office Hours:
Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

UNIVERSITY-STUDENT UNION
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
Director, Cross Cultural Center (Administrator II)

Work week class: Exempt
Work schedule: 5/40 hours Monday-Friday
Annual rate: Commensurate with experience
Weekends/evenings: Occasional

General Statement:

Under the general supervision of the Executive Director of the University-Student Union (U-SU), the incumbent serves as the principal administrator of the Cross Cultural Center (CCC). The incumbent is a member of the U-SU leadership team and contributes to collaborative strategic planning, implementation and management of the U-SU programs, services, personnel and facilities. The incumbent provides daily administration, supervision and oversight for the Cross Cultural Center including the Asian Pacific Islander, Chicana/Latinx, Pan African, and the Gender & Sexuality Student Resource Centers. The incumbent directly supervises an Assistant Director, Program Coordinators, an Administrative Assistant, and indirectly supervises student assistants. The Director is responsible for the planning, development, implementation and evaluation of all CCC programs and services. The Director collaborates with university and community members to support student success. This position is delegated a high degree of responsibility and makes recommendations regarding shifts in the department's mission and important practices. The Director may serve as U-SU administrator in charge in the absence of the Executive Director.

Responsible To: Executive Director

Qualifications:

- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student body and staff.
- Demonstrated ability to lead during change and to create collaborative working relationships.
- Master's Degree in student personnel services or related field preferred. Doctorate preferred.
- Minimum of five years of progressively responsible management in social justice and equity programs with marginalized communities including: education, change management, strategic management, collaboration and leading a team.
- Experience in fiscal and contract management, oversight and reporting.
- Excellent oral and written communication skills.
- Demonstrated ability to utilize current industry standard software and applications.
- Experience in small and large group programming required.
- Knowledge of and commitment to the principles of student development required.
- Three to five years of supervisory/managerial experience preferred.
- Student union experience or related university student life experience preferred.

Essential Duties:

- Serves as a member of the U-SU's executive management team, responsibilities include the review, development and oversight of major administrative & operational policies, procedures, projects and changes.
- Supervises, recruits, trains and evaluates the Cross Cultural Centers' professional and student staff.
- Attends all U-SU meetings and Student Life Council meetings as required, and U-SU Board of Director's meetings as needed.
- Acts as liaison with BOD, U-SU and University community regarding equity and response to marginalized communities as needed.
- May serve as the acting Executive Director or administrator in charge in absence of E.D.
- Trains monitors all staff members regarding the fiscal policies and procedures of the U-SU.
- Proposes annual departmental budget. Monitors departmental budget and provides quarterly budget assessments to the Associate Executive Director.
- Reviews and provides preliminary approval of all human resource and financial documentation, programming and vendor contracts for the Executive Director or designee.
- Leads collaborative efforts, cross-cultural and social justice-focused events and programming utilizing current and emerging theory and praxis in the context of community events.
- Oversees the production of CCC documents and promotions with the U-SU Graphics Department.
- Manages the cultural grad celebrations.
- Oversees department social media and publicity efforts.
- Supports staff by attending daytime, evening, and weekend events.
- Facilitates trainings and workshops for university departments and student organizations.
- Collaborates with Vice President for Student Life, Vice Provost for Diversity and Engaged Learning, and other colleagues on campus climate, diversity, equity, and student issues/trends.
- Establishes working relationships with faculty to develop co-curricular learning opportunities for campus, with a focused effort to work with faculty from Area, Ethnic, and Women's, Gender, and Sexuality Studies departments.
- Develops and maintains student outreach and retention programs in collaboration with EOP, Student Support Program, and other departments.
- Ensures collaborative relationships and programming efforts with the Center for Student Involvement, departments/colleagues in the Division of Student Life, and affiliated student organizations.
- Develop proactive and follow-up responses to community/campus issues, current events, emerging trends in cultural centers/higher education, and student concerns.
- Performs other duties as assigned.

Applications will be reviewed until the position is filled. A completed application, resume, and cover letter should be emailed to jobopenings@cslanet.calstatela.edu

Click here for link to application:

<https://www.calstatelaus.org/usuforms/u-su/ProfessionalEmployment.pdf>