

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Multicultural & International
Student Services Coordinator

EEO CATEGORY: Professional
JOB NUMBER: 0-2130
STATUS & GRADE: E-11
DATE: 05/2001

DEPARTMENT: Student Activities

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's degree with one (1) year related experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: In accordance with the University's mission and philosophy recommended by the Texas Higher Education Coordinating Board, the Coordinator will plan, implement, and evaluate campus-wide initiatives to educate and enlighten the majority community with regard to multicultural/diversity issues. As well, the Coordinator will assess the needs of SHSU's minority student community and coordinate the implementation of services and programs that address those needs.

SUPERVISION GIVEN & RECEIVED: Receives minimum supervision from the Director of the Lowman Student Center and Activities. Supervises student assistants and advises student leaders.

PRIMARY RESPONSIBILITIES: Provides support to the myriad of minority-focused student organizations (i.e. Black Student Alliance, International Hispanic Association, National Pan-Hellenic Council) that work directly and indirectly with the Office. This includes but is not limited to advising and training student leaders, financially supporting student organizations when appropriate, and facilitating personal, professional, and leadership development opportunities for students.

Coordinates and evaluates the SAMentors program, which pairs upperclass students with first-year and transfer students of color to aid them in their transition from high school or junior college. This includes but is not limited to training mentors, coordinating regular meetings with the mentors both as a group and individually, and implementing general programs for all mentors and protégés. Coordinates International Student Orientation, International Student Welcome, and other programs related to assisting international students with their adjustment to America and Sam Houston State University. Works closely with the University-wide Intercultural Awareness Committee.

Serves as the primary staff person responsible for coordinating the University's efforts for cultural and diversity celebrations including, but not limited to Black History Month, Hispanic Heritage Month, Women's History Month, International Festival, Disability Awareness Month, etc. Coordinates and provides vision for the SQUAD (Students on a Quest for Unity and Diversity), a team of trained student leaders who facilitate social justice training and programming for the campus community. Participates as a contributing member of the Department of Student Activities staff team. Prepares, presents, and oversees the budget for the area of Multicultural and International Student Services. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Operates computer software and hardware to address the needs of the area of Multicultural and International Student Services. Works collaboratively with all university departments to address the needs and concerns of minority and international students. Conducts and participates in surveys and research on aspects of student life, multicultural/international programs, and retention.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.