



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/8/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Director, Unity Center
Status: Full-time, 35-hour week (may involve evening and weekend hours as required)
Grade: 11
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Associate Dean of Students

PRIMARY PURPOSE:

Oversee the identity-based services/resources, programming, and trainings available through the Unity Center. The Unity Center serves as a brave space on campus for all students to engage in meaningful and critical conversations that challenge systems of oppression and affirms and promotes equity for students that have been historically marginalized and disenfranchised. It does this by working with campus and community partners to create a warm and welcoming climate where all students belong and have equitable opportunities and outcomes; offering transformative workshops for student centered spaces; and initiating restorative practices where there has been conflict. The Unity Center houses identity-specific resources for students of color, LGBTQ+ students, students that experience gender disparity, students with compromised citizenship status, first generation students, and students seeking interfaith services.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Align programmatic work and training content with national best practices, local initiatives, and regional/sector priorities.
- Work closely with faculty and staff to ensure quality and expertise-based information.
- Oversee identity specific resources available to students, including databases of scholarships, community-based efforts, and internships.
 - Racial Equity
 - LGBTQ+
 - Gender Disparity
 - Citizenship status (immigrant, DACA, undocumented, refugee)
 - International status
 - First generation students
- Oversee all programming and workshop related work.
- Develop programming series that is responsive to student population, honors nationally recognized awareness months, and offers students fun and meaningful ways to engage.
- Collaborate with Student Activities on awareness days/months
- Host and facilitate monthly student forums, “Spill the Tea” for entire student body, in partnership with Student Community Government that offers students a space to discuss

current events, human rights/justice related issues, and opens the discussion to how the college could be more responsive to student need.

- Design platform, and template for “Spill the tea”, and manage recruitment and marketing
- Oversee and implement equity workshop series for student leaders, in partnership with other student facing offices. Includes: RA’s, SCG, Admission’s Ambassadors, Student Org e-boards, Navigators, Emerging leaders, student employees, etc.
- Develop platform and menu for inquiries about trainings

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by Associate Dean of Students/Dean of Students
- Work occasional weekends and nights
- Participate in all-team meetings and retreats
- When applicable represent the college by presenting at conferences, participating in community functions, and seeking out publication opportunities

REQUIRED QUALIFICATION STANDARDS:

Education: Bachelor’s degree in a relevant field.

Experience:

- Two years’ experience in related field.
- Demonstrated experience related to identity-work and student development.
- Demonstrated experience with diversity and multicultural issues
- Experience cultivating community-based resources.
- Experience in recruitment, retention, college completion, and building lasting relationships.

Skills, Knowledge and Abilities:

- Knowledge of equity-based issues, local and national best practices for organizing and mobilizing, and community-based resources.
- Knowledge of current and immediate issues facing queer, BIPOC, and immigrant communities and frontline communities.
- Ability to represent a diverse campus community positively and effectively with prospective students, parents, faculty, staff, and the public.
- Commitment to the principles of ethics, equity, and justice.
- Ability to provide quick and measured response to crisis in order to navigate campus policies and student development landscape.
- Ability to successfully perform multiple tasks and to prioritize work load in a fast-paced environment.
- Excellent organizational skills, planning skills, and the ability to work independently.
- Ability to work occasional non-standard hours.
- Clear and consistent communication.
- Ability to thrive in a team-building atmosphere.

PREFERRED:

- Bilingual

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.